



## Employ Electronic Military Personnel Office (eMILPO) and Datastore Functions

October



# Terminal Learning Objective



**ACTION:** Employ Electronic Military Personnel Office (eMILPO) and Datastore Functions

**CONDITIONS:** Given a personal computer with access to eMILPO and Army Human Resource System (AHRs) Datastore Training, the eMILPO User Manual Version 4.6.9, eMILPO Functional Guide Version 4.2, AR 600-8-6, practical exercise in a classroom environment and an awareness of Operational Environment (OE), variables and actors.

**STANDARD:** Students will meet the standard when they:

- Review the eMILPO System
- Review eMILPO Reports/Personnel Asset Inventory (PAI) Process
- Review the eMILPO Functionalities
- Review eMILPO System Administration
- Access AHRs Enterprise Datastore



# Learning Step Activities



- Review the eMILPO System
- Review eMILPO Reports/Personnel Asset Inventory (PAI) Process
- Review the eMILPO Functionalities
- Review eMILPO System Administration
- Access AHRS Enterprise Datastore
- Perform AHRS Datastore Functions

## Introduction to eMILPO

The Army Human Resource System (AHRs) Electronic Military Personnel Office (eMILPO) application is a Web-based, multi-tiered application, using an industry standard second-generation Java enterprise edition (J2EE) platform.

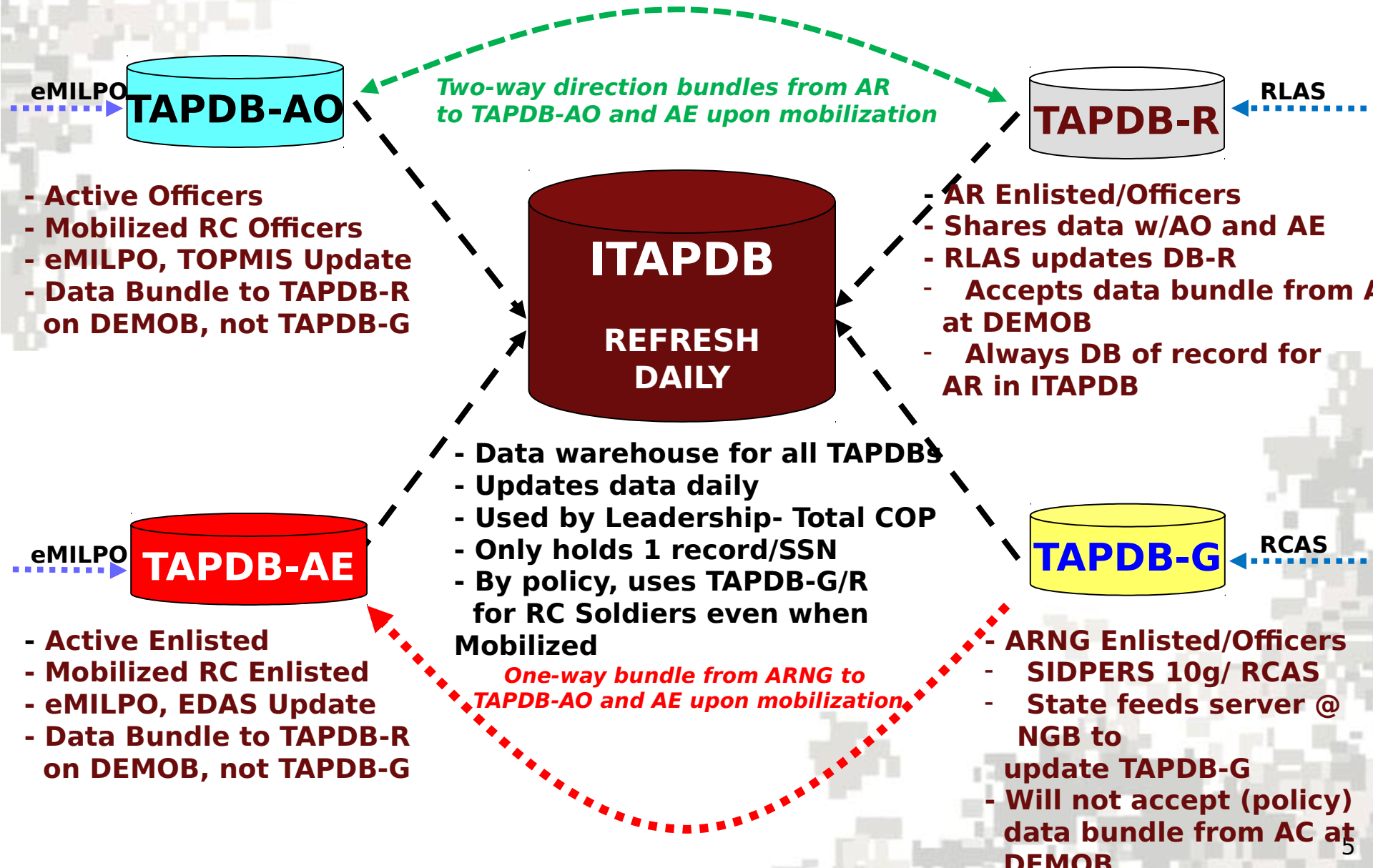
eMILPO is implemented on the Department of Defense (DoD) Non-Secure Internet Protocol Routing Network (NIPRNet) and accessed via the AHRs Web Portal hyperlink from the Army Knowledge Online (AKO) portal. The application consolidates the 43 PERSINS (Personnel Information System) Processing Activity (PPA) database environments—previously deployed as a part of the Super Server/Army Human Resource System (AHRs) V1 project—into one physical database environment. The application is an interim field echelon personnel support system used for the total Army.

eMILPO provides the U.S. Army with a reliable, timely, and efficient mechanism for performing U.S. Army personnel actions and managing strength accountability. The application provides visibility of the location, status, and skills of soldiers both from a high level (top of the system) and a unit level (bottom of the system). This visibility is vital in determining the strength and capability of the Army and subordinate commands within the Army. The application allows unit users, personnel managers, and commanders visibility to the following main categories of services:

- Personnel Services
- Personnel Accounting
- Reassignments
- Promotion
- Readiness
- Workflow
- System Administration
- User Documentation



# ITAPDB Interactions





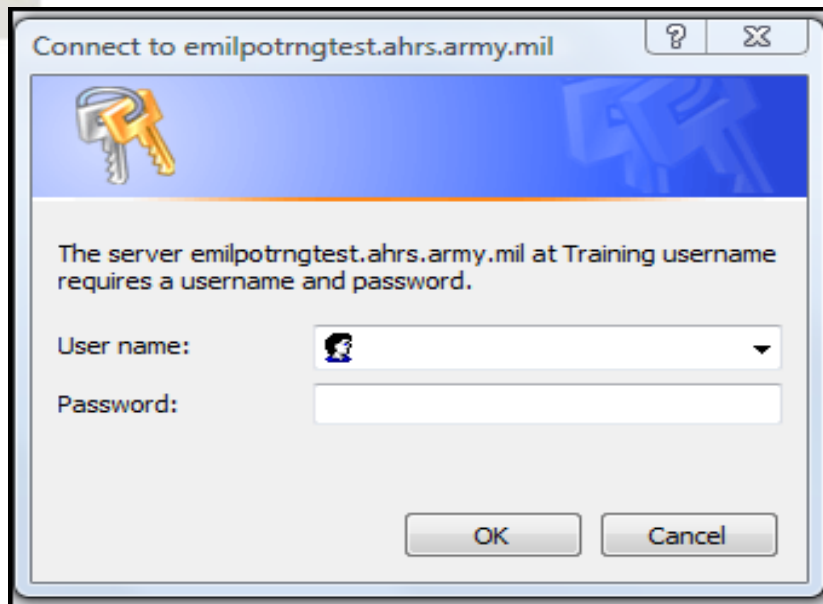


# Access eMILPO Training Database



<https://emilpotrng.ahrs.army.mil/>

- You must provide a User ID and password when logging into the eMILPO training portal
- Enter your User ID and password provided by the Instructor



Provide a valid  
User Name: **c??s??**  
Password: **0p-lim-e**

Click  
"OK" to  
Proceed

Click "Cancel to  
exit  
Without



# Check on Learning



Q. What is eMILPO?

**R. eMILPO is a web-based system used by the U.S. Army to perform personnel actions and manage strength.**

Q. What is the web site for eMILPO?

**A. The AHRs Web Portal is at <http://emilpo.ahrs.army.mil>.**

Q. All users must have what type of userid and password before requesting access to the AHRs Web Portal?

**S. AKO user ID and password.**



## A·H·R·S Web PORTAL

### Applications

- **eMILPO**
- Web-Based Training
- User Registration
- Functional Guidance/FAQs
- Release Notes
- About eMILPO
- **AHRS Enterprise Datastore**
- **OMPF Online**
- **DEERS**
- **Promotion to 1LT/CW2**
- **Promotion Worksheet**
- **Class Refresh**

Click on  
"eMILPO"

Position the mouse cursor over the hyperlinks for a description of the applications.



# AHRS Web Portal (2 of 2)



DoD Security Statement -- Webpage Dialog

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests-not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

If you witness any suspicious or fraudulent behavior related to this IS, please report this activity via the following link: <https://www.us.army.mil/suite/page/633776>



“Click”  
on

Accept

Decline

# eMILPO Reports (1 of 3)



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## eMILPO Main Menu



Last Successful Logon: 20150928@15:29

### Personnel Services

- Emergency Notification
- Personal ☐
- Service/Miscellaneous Dates
- Military Spouse (MACP)
- Family Member
- Suspension of Favorable Personnel Actions
- Individual Awards
- Servicemembers' Group Life Insurance
- Education ☐
- Lost Time
- Field Determined Security Status
- Citizenship ☐
- Certification ☐
- GI Bill
- Assignment Considerations ☐
- Tests ☐
- Military Occupational Specialty
- Overseas Assignment Data
- Self-Professed Language

### Personnel Accounting

- Arrival ☐
  - Attachment ☐
  - Slotting ☐
  - Duty Status
  - Soldier Patient History
  - Assignment History ☐
  - Reserve Component Accounting ☐
  - DFR/DFS ☐
  - Transition/Loss ☐
  - PCS Departure ☐
  - RA Strength ☐
  - Casualty Affairs
- ### Readiness
- Personnel Asset Visibility Report (PAVR)
  - Human Resource Authorizations Report (UMR)
  - Soldier Availability Deployment Tracking
  - Mass Soldier Availability Deployment Tracking ☐

### Reassignments

- Schedule Briefing
  - Briefing Attendance
  - HQDA Reassignments
- ### PERSTEMPO
- Unassociated Soldier Events
  - Individual Event
  - Mass Event ☐
  - Outprocessing Report
  - Threshold Management
  - Pay Management
- ### Workflow
- Inbox
  - Outbox
  - Delegate Role
- ### DTAS
- DTAS Soldier Record
  - TRN Upload

### Promotions

- Enlisted Reduction
- Lateral Appointment
- Promotion
- Deny Promotion
- Deny Promotion List Auto Integration
- Special Category Promotion
- Restore/Revoke Previous Rank
- Correct Date Of Rank
- Rank History
- Enlisted Advancement Report (AAA-117)
- Enlisted Promotion Report (AAA-294)

### View Only

- View Soldier Information
- View Unit Information
- Reports ☐

### System Services

- System Administration
- User Documentation

"Click"  
on the  
"+"

Privacy

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## eMILPO Main Menu

Help?

Exit X

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“Click”  
on  
AAA-162

EDAS Special Letter of Instruction AAA-069

SFPA Management Report AAA-095

Report of AWOLs AAA-160

**Unit Personnel Accountability Report AAA-162**

Unit Personnel Accountability Notices AAA-165

Unit Soldier Readiness Report AAA-167

Unit Soldier Medical Report AAA-168


Good Conduct Medal Roster AAA-199

EDAS Individual Losing Assignment AAA-234





Enlisted Record Brief (ERB)

ERB Report Status

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Dispose of this Properly



## Reports - UIC Selection




- Adobe Acrobat Reader® is required to view these reports. Click [here](#) to download and install the software.
- To view a report, select one or more UICs then click "View" to proceed.
- To select multiple UICs, hold down the Ctrl key while you make your selections.
- Click "Close" to exit the page and return to the Main Menu.

### Report AAA-162 UIC Selection

\*UIC(s):

- W05613
- W05663
- W15613
- W15663
- W25613
- W25663**
- W35613



"Click"  
on

☐ Include Sub Units

OK

Close

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Dissemination of this Property

12



# Utilizing eMILPO for Strength Accounting (1 of 3)



[Back](#) | [Close](#) | [Help](#) | [Print](#) | [Exit](#)



## Unit Personnel Accountability Report AAA-162

Unit: W25663 0004CSHHC,FWD SPT

ASGN/ ATCH	Name	SSN	Rank	Gain Dt	DLOS	Old Dty St	New Dty St
ASG	ADCOCK, JASON R	956-34-7113	CPT	20140826		TRA	PDY
ASG	ARRINGTON, KARL ANTHONY	956-34-8013	SSG	20141006		TRA	PDY
ASG	AUGER, SHANITA DE L	956-34-8918	PFC	20140228		TRA	PDY
ASG	BEAN, BRANDON J	956-34-8013	CPT	20140602		TRA	PDY
ASG	BELDERSON, CHRISTOPHER JEROME	956-34-7213	SPC	20140308		TRA	PDY
ASG	BOLTON, LUCAS	956-34-5513	MAJ	20150106		TRA	PDY
ASG	BOTTOMS, JACKIE WALTER	956-34-5413	CPT	20140228		TRA	PDY
ASG	BRODY, JARED EUGENE	956-34-9113	CPT	20140430		TRA	PDY
ASG	BUI, ANOURAK JAMELLE	956-34-1118	SGT	20140228		TRA	PDY
ASG	BUNTIN, AMBER ANN	956-34-9013	SGT	20140228		TRA	PDY
ASG	BYNUM, PHILLIP SANTEZ	956-34-9513	PFC	20140617		TRA	PDY
ASG	CARNEVALE, MICHAEL I	956-34-5213	SFC	20140321		TRA	PDY
ASG	CASE, JENNIFER ANN	956-34-4313	SGT	20141006		TRA	PDY
ASG	CATANO, CATHERINE POUPEE	956-34-8513	SPC	20140228		TRA	PDY
ASG	CELSE, CRYSTAL BRIAUNA	956-34-8413	PFC	20140810		TRA	PDY
ASG	CHANDLER, BENNETT DAVID	956-34-4613	SGT	20140819		TRA	PDY
ASG	COULSTON, HENRY C	956-34-6113	CPT	20140302		TRA	PDY
ASG	CUNEFARE, HOLLY NILSA	956-34-9413	SGT	20140130		TRA	PDY
ASG	DANIELS, RICHARD RAY	956-34-3713	SSG	20140314		TRA	PDY
ASG	DEROSIER, MICHAEL PERNELL	956-34-4013	SSG	20140228		TRA	PDY
ASG	DRENNEN, JAMIE	956-34-6913	MSG	20140520		PDY	PDY
ASG	FRAGA, SAMANTHA DENA	956-34-7513	PV2	20140721		TRA	PDY
ASG	FRALEY, RICHARD STEPHEN	956-34-3113	LTC	20140228		TRA	PDY
ASG	GIDDINGS, DANIEL CHRISTOPHER	956-34-9813	PFC	20140603		TRA	PDY
ASG	GROOMS, ERIC THOMAS	956-34-7013	SPC	20140228		TRA	PDY
ASG	GRINDY, MICHAEL W	956-34-8213	MAJ	20140228		TRA	PDY

DPTR  
6  
Sep

DPTR  
9  
Sep





# Utilizing eMILPO for Strength Accounting (2 of 3)



ASG	STEWARTMINCY, ELLA CHRISTINE	956-34-8813	SPC	20140228		TRA	PDY
ASG	STOKES, KYLE QUIANNA	956-34-7713	SPC	20140228		TRA	PDY
ASG	STUBBS, LETITIA MARIA	956-34-4913	SGT	20140228		TRA	PDY
ASG	TOLAR, STEPHEN COLBY	956-34-4713	SPC	20140414		TRA	PDY
ASG	TONKINS, DORIAN BETH	956-34-8713	SPC	20140228		TRA	PDY
ASG	TRACY, KARISSA K	956-34-8413	SFC	20140302		TRA	PDY
ASG	TROXELL, ALISHA LOREN	956-34-9813	PV2	20141218		TRA	PDY
ASG	UBANDO, OLIVIA LATRESE	956-34-6813	SFC	20131218		TRA	PDY
ASG	WANKELMAN, JOSEPH SEBASTIAN WIL	956-34-7813	SSG	20140801		TRA	PDY
ASG	WISE, WILLIAM BROOKS JR	956-34-4813	PV2	20140727		TRA	PDY
ASG	ZERANGUE, SAMUEL CHRISTIAN	956-35-0013	PV2	20141110		TRA	PDY

Total number of ASG personnel: ~~87~~ **6**

Total Number of Assigned Enlisted: ~~48~~ **5**

Total Number of Assigned Warrant Officer: ~~2~~ **4**

Total Number of Assigned Officers: ~~18~~ **7**

Total Number of Attached Enlisted: 0

Total Number of Attached Warrant Officer: 0

Total Number of Attached Officers: 0

Total number (Assigned) PRESENT FOR DUTY: ~~87~~ **6**

**5**

I certify this report reflects the personnel accountability for all soldiers assigned or attached to the unit for months indicated. (Signature required only for month end report)

(CDR or Auth Representative signature)

## Reconcile the Unit Personnel Accountability Report (AAA-162)

- ✓ Print AAA-162 last working day of the month
- ✓ Annotate all changes and obtain supporting documents
- ✓ Ensure Commander authenticates report
- ✓ Bde/BCT S-1 PAS section performs all daily error reconciliation

Total Records for Report = 87

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# Utilizing eMILPO for Strength Accounting (3 of 3)



- **Strength Reporting Steps:**
  - ✓ Obtain supporting documentation
  - ✓ Have Soldier sign in/out of unit on the personnel register
  - ✓ Submit Transaction via eMILPO
  - ✓ Annotate on or print AAA-162 and Unit Commander's Finance Report (UCFR)
  - ✓ Slot Soldier via eMILPO; Annotate or print the AAA-161 (HRAR)
  - ✓ File documents
  - ✓ Maintain a suspense file for PCS orders
  - ✓ BNs notify the PAS (Brigade S-1) of any error messages or discrepancies (AAA-351)
  - ✓ Reconcile within Brigade monthly

**AR 600-8-6**



# Personnel Registry (DA Form 647)



PERSONNEL REGISTER										
For use of this form, see AR 600-1; the proponent agency is ODCBPER										
ORGANIZATION SSI Training Battalion (WP01AA)								DATE 20 November 2014		
DATE AND TIME	ACTION		REASON				NAME (Print) (First Line) SIGNATURE (Second Line)	SOCIAL SECURITY NUMBER	GRADE	REMARKS
	IN	OUT	LEAVE	TDY	PCS	OTHER				
1	2	3	4	5	6	7	8	9	10	11
20 Nov 0900	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BRYWKA, MICHAEL	971-00-2713	CW4	WP01A4
20 Nov 2400	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAST ENTRY	- -		
21 Nov 0001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JONES, ELIJAH C.	971-00-2113	SSG	WP01A4
21 Nov 0915	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RENEY, SEAN MICHAEL	971-00-4713	PV1	WP01A4
21 Nov 0915	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ADAIR, PAUL J. JR.	971-00-3513	SPC	WP01A2
21 Nov 2400	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAST ENTRY	- -		

PERSONNEL REGISTER									
For use of this form, see AR 600-8-6; the proponent agency is ODCSPER									
NAME					ORGANIZATION				
Smith, John B.					SSI Training Unit (WP01A4)				
SIGNATURE					SOCIAL SECURITY NUMBER			GRADE	
<i>John B Smith</i>					971-00-9918			SGT	
DATE		ACTION			REASON				
19 November 2014		IN	OUT	LEAVE	TDY	PCS	OTHER		
TIME			X	X					
0915									
REMARKS									

PERSONNEL ASSET INVENTORY		1. DATE		REQUIREMENT CONTROL SYMBOL MILPC-26	
For use of this form, see AR 600-8-6; the proponent agency is ODCSPER					
SECTION I - COMMANDER'S EVALUATION					
2. REPORTING UNIT		3. PARENT UNIT		4. COMMAND	
5. PERMANENT STATION LOCATION (City, state, APO)				6. UNIT PROCESSING CODE (UPC)	
ITEM <i>a</i>	PERSONNEL <i>b</i>	OFFICERS <i>c</i>	WARRANT OFFICERS <i>d</i>	ENLISTED <i>e</i>	TOTAL <i>f</i>
7. PERSONNEL STRENGTH ZERO BALANCE REPORT (PZB) AS OF (Cycle/date)	ASSIGNED				
	ATTACHED				
8. + GAINS	ASSIGNED				
	ATTACHED				
9. - LOSSES	ASSIGNED				
	ATTACHED				
10. ADJUSTED STRENGTH AS OF (Date)	ASSIGNED				
	ATTACHED				
11. PERSONNEL ASSET INVENTORY (Muster Formation)	ASSIGNED				
	ATTACHED				
12. TYPE PERSONNEL ASSET INVENTORY					
<input type="checkbox"/> CHANGE OF COMMANDER <input type="checkbox"/> UNIT INACTIVATION <input type="checkbox"/> UNIT MOVE <input type="checkbox"/> CHANGE IN PPA <input type="checkbox"/> OTHER (Specify)					



# Personnel Asset Inventory (1 of 3)



- Objective of the PAI is to maintain timely, error-free Personnel Accountability and to involve commanders at all levels in the strength Accountability and reporting process.
- Actual PAI conducted at the lowest and most practical administrative level, consistent with the overall organization structure (normally UIC level)
- Pre-PAI Actions include verifying the accuracy of all Soldiers on the eMILPO AAA-162 report and submitting database system updates as required
- Commanders of widely dispersed units may delegate conducting the PAI to the senior Army person at the dispersed location



# Personnel Asset Inventory (2 of 3)



- Unit Personnel Accountability Report (AAA-162) is the baseline document for conducting the PAI; supported by the Unit Commander's Finance/Pay Reports (UCFR/UCPR)
- Commanders will reconcile personnel data information on the AAA-162 with an actual physical muster formation of assigned and attached Soldiers
- All Soldiers will be accounted for to include absences such as:
  - Assigned-not-joined
  - Leave/Pass
  - AWOL/Confined
  - Essential Duties
  - Hospitalization
  - Temporary Duty
  - Sick in Quarters
  - Missing





# Personnel Asset Inventory (3 of 3)



## Must be conducted for:

- Annual Army-wide PAI (100% accountability)
- Change of Command
- Loss of Commander
- A Unit Move, Inactivation, or Redesignation
- Deployment
- Movement from the Mobilization Station
- Direction of the Chain of Command



# Check on Learning



What is the objective of a PAI?

**A. To maintain timely, error-free PA and SR, and give commanders at all levels an accurate account of the Soldiers in their unit.**

Q. What is the Unit Personnel Accountability Report AAA-162?

**A. It is the source and historical document for strength reconciliations. It lists all Soldiers assigned and attached to a specific organization and identifies their Deployability and Duty Status.**

Q. Which report provides personnel discrepancies or notices for the unit?

**A. The Unit Personnel Accountability Notices (AAA-165).**

Q. What is the purpose of the Personnel Register DA Form 647?

**A. The Personnel Register (DA Form 647 and DA Form 647-1) is a source document used when performing strength reconciliation. It is used to record military personnel arrivals to or departures from units on Permanent Change of Station (PCS) or Temporary Duty (TDY) Orders. It is also used for recording passes, leaves, and visitors.**

Q. What is the baseline document for a PAI?

# eMILPO Functionalities



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## eMILPO Main Menu



Last Successful Logon: 20150928@15:29

### Personnel Services

- Emergency Notification
- Personal
- Service/Miscellaneous Dates
- Military Spouse (MACP)
- Family Member
- Suspension of Favorable Personnel Actions
- Individual Awards
- Servicemembers' Group Life Insurance
- Education
- Lost Time
- Field Determined Security Status
- Citizenship
- Certification
- GI Bill
- Assignment Considerations
- Tests
- Military Occupational Specialty
- Overseas Assignment Data
- Self-Professed Language

### Personnel Accounting

- Arrival
- Attachment
- Slotting
- Duty Status
- Soldier Patient History
- Assignment History
- Reserve Component Accounting
- DFR/DFS
- Transition/Loss
- PCS Departure
- RA Strength
- Casualty Affairs

### Readiness

- Personnel Asset Visibility Report (PAVR)
- Human Resource Authorizations Report (UMR)
- Soldier Availability Deployment Tracking
- Mass Soldier Availability Deployment Tracking

### Reassignments

- Schedule Briefing
- Briefing Attendance
- HQDA Reassignments

### PERSTEMPO

- Unassociated Soldier Events
- Individual Event
- Mass Event
- Outprocessing Report
- Threshold Management
- Pay Management

### Workflow

- Inbox
- Outbox
- Delegate Role

### DTAS

- DTAS Soldier Record
- TRN Upload

### Promotions

- Enlisted Reduction
- Lateral Appointment
- Promotion
- Deny Promotion
- Deny Promotion List Auto Integration
- Special Category Promotion
- Restore/Revoke Previous Rank
- Correct Date Of Rank
- Rank History
- Enlisted Advancement Report (AAA-117)
- Enlisted Promotion Report (AAA-294)

### View Only

- View Soldier Information
- View Unit Information
- Reports

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# Personnel Accounting



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Dispose of this Properly

# Soldier Arrival - Soldier Selection



## Soldier Arrival - Soldier Selection



This page allows the user to build a soldier list for the working session. Click **"Load"** to load a file of SSNs. Alternatively, select a search criterion and enter a corresponding value. Use **"ADD"** and **"DEL"** to add and delete criteria then click **"Search"** to begin. Click **"Reset"** to clear the fields. Click **"Cancel"** to interrupt a search.

Search Criteria:

Select One

ADD

DEL

Selected Criteria:

SSN : 956436401

Load

Search

Reset

Cancel

Select soldiers by clicking on the corresponding checkboxes in the Select Deselect column. Click **"Select"** to select all soldiers. Click **"Deselect"** to deselect all soldiers.

- Click **"OK"** to proceed. Click **"Clear"** to clear the soldier list. Click **"Close"** to exit the page.
- If the search returns multiple pages, **"Next"** and **"Previous"** will be available to navigate the pages.

Page 1 of 1

Select Deselect	Rank	Name	SSN
<input checked="" type="checkbox"/>	SSG	BRANSON, TAMMY YNEZ	956436401

Previous

Next

OK

Clear

Close



# Soldier Arrival - Soldier Data



## Soldier Arrival - Soldier Data



This page allows the user to arrive the selected soldier to his/her unit. Please enter or select the requested data. (\*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SSG TAMMY BRANSON

SSN: 956436401

UIC: WC5601

ACTION: Add

1 of 1

### Basic Assignment Data

\*Assignment Type: Local CONUS

\*Gaining UIC: WO5601

\*Arrival Date: 20150929

\*Arrival Time: 1220

\*Departure Date: 20150929

Requisition Serial #:

\*Movement Designator: NZ - NO COST-ASG TO SAME LOCATION

Assignment Location:

Save

Next

Close



## Soldier Arrival - Summary



This page displays the soldier(s) processed in this session. Click "Close" to exit the page.

Status	Rank	Name	SSN	UIC	Arrival Dte	POSNO	Duty Title
Added	SSG	BRANSON, TAMMY YNEZ	956436401	WO5601	20150929	9992	INCOMING PERSONNEL

Close



## Attach Soldier - Soldier Selection

Menu
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Exit

This page allows the user to build a soldier list for the working session. Please select a search criterion and enter a corresponding value. Use "ADD" and "DEL" to add and delete criteria then click "Search" to begin. Click "Reset" to clear the fields. Click "Cancel" to interrupt a search.

Search Criteria:

Select One

ADD

DEL

Selected Criteria:

SSN : 956436401

Search

Reset

Cancel

Select soldiers by clicking on the corresponding checkboxes in the Select Deselect column. Click "Select" to select all soldiers. Click "Deselect" to deselect all soldiers.

- Click "OK" to proceed. Click "Clear" to clear the soldier list. Click "Close" to exit the page.
- If the search returns multiple pages, "Next" and "Previous" will be available to navigate the pages.


Page 1 of 1			
Select Deselect	Rank	Name	SSN
<input checked="" type="checkbox"/>	SSG	BRANSON, TAMMY YNEZ	956436401

Previous
Next





OK

Clear

Close



## Attachment Listing



This page allows the user to view the selected soldier's attachment history. The user has the option to add or update an attachment. Please enter or select the requested data.

- Click **"Submit"** to proceed. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

SSG TAMMY BRANSON			SSN: 956436401	UIC: WO5601	1 of 1
Status	Attachment UIC	Start Date/Time	End Date		
	WC5601	20150929 1228	20160201		

☐ Add Attachment

Submit

Next

Close



## Attach Soldier - Soldier Data



This page allows the user to attach the soldier to a unit. Please enter or select the requested data. (\*) denotes required fields.

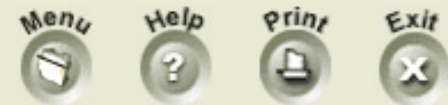
- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and return to the Listing page.

SSG TAMMY BRANSON			SSN: 956436401	UIC: WO5601	Action: Add	1 of 1
*Attachment UIC:		<input type="text" value="WC5601"/>				
*Attachment Reason Code:		<input type="text" value="ADMIN/TNG/PAY"/>				
*Attachment Start Date:		<input type="text" value="20150929"/>	*Attachment Start Time:		<input type="text" value="1348"/>	
Attachment End Date:		<input type="text" value="20160201"/>				
*Duty Status:		<input type="text" value="PRESENT FOR DUTY"/>				

☒ Add Attachment



## Attachment Listing

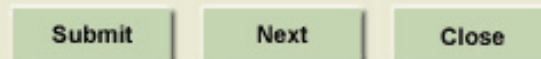


This page allows the user to view the selected soldier's attachment history. The user has the option to add or update an attachment. Please enter or select the requested data.

- Click **"Submit"** to proceed. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

SSG TAMMY BRANSON    SSN: 956436401    UIC: WO5601			1 of 1
Status	Attachment UIC	Start Date/Time	End Date
Added	WC5601	20150929 1228	20160201

☐ Add Attachment





# PCS Departures - Soldier Selection



## PCS Departures - Soldier Selection



This page allows the user to build a soldier list for the working session. Please select a search criterion and enter a corresponding value. Use "ADD" and "DEL" to add and delete criteria then click "Search" to begin. Click "Reset" to clear the fields. Click "Cancel" to interrupt a search.

Search Criteria:

Select One ▼

ADD

DEL

Selected Criteria:

SSN : 956436401

Search

Reset

Cancel

Select soldiers by clicking on the corresponding checkboxes in the Select Deselect column. Click "Select" to select all soldiers. Click "Deselect" to deselect all soldiers.

- Click "OK" to proceed. Click "Clear" to clear the soldier list. Click "Close" to exit the page.
- If the search returns multiple pages, "Next" and "Previous" will be available to navigate the pages.

Page 1 of 1

Select Deselect	Rank	Name	SSN
<input checked="" type="checkbox"/>	SSG	BRANSON, TAMMY YNEZ	956436401

Previous

Next

OK

Clear

Close

# PCS Departures - Soldier Data



## PCS Departures - Soldier Data



This page allows the user to complete a PCS Departure. Please verify or enter/select the requested data. (\*) denotes a required field.

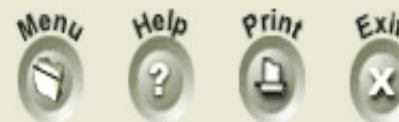
- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

SSG TAMMY BRANSON SSN: 956436401 UIC: WO5601 ACTION: Add			1 of 1
*Gaining UIC:	W95601	*Departure Date:	20150928
*Time:	1354		
*Movement Designator:	1A - ACC-ENLISTED GAIN/OFFICER GAIN		
*Reassignment Type:	RD - RSGMT W/I ACTIVE ARMY UNITS		
*Reassignment Reason:	AC - COMPASSIONATE		
Number of TDY Days:		0	Calculate
Number of Leave Days:		1	
Report Date:		20150928	

Save Reset Next Close



## PCS Departures - Summary



This page displays the soldier(s) processed in this session. Click "Close" to exit the page.

Rank	Name	SSN	Gaining UIC	Departure Date	Report Date
SSG	BRANSON, TAMMY YNEZ	904436401	W90401	20110307	20110308

Close



# Duty Status - Soldier Selection



## Duty Status - Soldier Selection



This page allows the user to build a soldier list for the working session. Please select a search criterion and enter a corresponding value. Use "ADD" and "DEL" to add and delete criteria then click "Search" to begin. Click "Reset" to clear the fields. Click "Cancel" to interrupt a search.

Search Criteria:

Select One ▾

ADD

DEL

Selected Criteria:

SSN : 904436401

Assigned Soldiers ☒

Attached Soldiers ☐

Search

Reset

Cancel

Select soldiers by clicking on the corresponding checkboxes in the Select Deselect column. Click "Select" to select all soldiers. Click "Deselect" to deselect all soldiers.

- Click "OK" to proceed. Click "Clear" to clear the soldier list. Click "Close" to exit the page.
- If the search returns multiple pages, "Next" and "Previous" will be available to navigate the pages.

Page 1 of 1

Select Deselect	Rank	Name	SSN
<input checked="" type="checkbox"/>	SSG	BRANSON, TAMMY YNEZ	904436401

Previous

Next

OK

Clear

Close

## Duty Status - Listing



This page allows the user to update or remove one or more duty statuses for the selected soldier. Click on the corresponding checkbox to add a duty status. The Status column will display the user's completed actions. The Report column will allow the user to view and/or print the report using the browser's toolbar functions.

- Click **"Submit"** to proceed. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

SSG TAMMY BRANSON    SSN: 904436401    UIC: WC0401			1 of 1		
Action	Status	Duty Status	Effective Date	Effective Time	Report
Select One ▾		PRESENT FOR DUTY	20090828	1412	
		IN-TRANSIT	20090828	0000	
		PRESENT FOR DUTY	20090811	1530	
		IN-TRANSIT	20090811	0000	
		PRESENT FOR DUTY	20090616	1416	
		CONVALESCENT LEAVE	20090602	1717	
		PRESENT FOR DUTY	20090313	1126	
		IN-TRANSIT	20090215	0001	
		PRESENT FOR DUTY	20080111	1331	
		IN-TRANSIT	20080111	0000	
		PRESENT FOR DUTY	20041108	1346	
		IN-TRANSIT	20041004	0001	

☐ Add Duty Status

Submit

Next

Close



## Duty Status - Soldier Data

Menu

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Exit

This page allows the user to add a new duty status for the selected soldier. Please enter or select the requested data. (\*) denotes a required field.

- Click "Save" to save the current record. Click "Reset" to clear the fields.
- Click "Next" to proceed without saving. Click "Close" to exit the page and return to the Listing page.

SSG TAMMY BRANSON   SSN: 904436401   UIC: WC0401   Action: Add

Current Duty Status:

PRESENT FOR DUTY

\*Duty Status:

HOSPITALIZED (NONBATTLE INCURRED)

\*Effective Date:

20110308

\*Effective Time:

1258

☐ Add Duty Status

Save

Next

Close





# Duty Status - Soldier Listing #2



## Duty Status - Listing



This page allows the user to update or remove one or more duty statuses for the selected soldier. Click on the corresponding checkbox to add a duty status. The Status column will display the user's completed actions. The Report column will allow the user to view and/or print the report using the browser's toolbar functions.

- Click "**Submit**" to proceed. Click "**Next**" to proceed without saving.
- Click "**Close**" to exit the page and terminate the working session.

SSG TAMMY BRANSON    SSN: 904436401    UIC: WC0401					1 of 1
Action	Status	Duty Status	Effective Date	Effective Time	Report
Select One ▾	Added	HOSPITALIZED (NONBATTLE INCURRED)	20110308	1258	View/Print Report
		PRESENT FOR DUTY	20090828	1412	
		IN-TRANSIT	20090828	0000	
		PRESENT FOR DUTY	20090811	1530	
		IN-TRANSIT	20090811	0000	
		PRESENT FOR DUTY	20090616	1416	
		CONVALESCENT LEAVE	20090602	1717	
		PRESENT FOR DUTY	20090313	1126	
		IN-TRANSIT	20090215	0001	
		PRESENT FOR DUTY	20080111	1331	
		IN-TRANSIT	20080111	0000	
		PRESENT FOR DUTY	20041108	1346	
		IN-TRANSIT	20041004	0001	

☐ Add Duty Status

Submit

Next

Close



# Check on Learning



Q. What effect does a Departure transaction have on unit strength?

**A. It is a loss to the unit's assigned strength.**

Q. What effect does an Arrival transaction have on unit strength?

**A. It is a gain to the unit's assigned strength.**

Q. What effect does a Duty Status Change transaction have on unit strength?

**A. The Duty Status Change transaction has a dual effect. Each transaction is counted as a gain and a loss within the applicable duty status and it also provides the current duty status of the Soldier (i.e. PDY, TRA, hospital, leave, confined, AWOL. etc.).**

# Reassignments



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# Promotions



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# Readiness



☐ Use Single SSN

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## eMILPO Main Menu



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- DTAS Soldier Record
- TRN Upload

### Promotions

- Enlisted Reduction
- Lateral Appointment
- Promotion
- Deny Promotion
- Deny Promotion List Auto Integration
- Special Category Promotion
- Restore/Revoke Previous Rank
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### View Only

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- To view a single HRAR, select one UIC then click **"View"**.
- To view the total soldiers count for multiple UICs, select multiple UICs by holding down the **"Shift"** key simultaneously with the left mouse button to select a succession of UICs. To select UICs not in succession of each other, hold down the **"Ctrl"** key simultaneously with the left mouse button. Click **"Total"** to proceed.
- Click **"Close"** to exit the page and return to the Main Menu.

UIC:

W05651

W15651

W25601

W25651

W35601

W35651

W55601

View

Total

Close





## HRAR - Date Selection

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Please select a Document Effective Date and click "OK" to proceed. Click "Close" to exit the page and return to the HRAR - UIC Selection page.

UIC: W35601

Document Effective Date: 20091016 ▼

Document Number: FC87305GFC040110

OK

Close

# HRAR Section 1 Slotted Soldiers



## HRAR Section 1 - Slotted Soldiers



This section displays a list of filled authorizations and slotted soldiers along with supporting data for the selected unit.

Acrobat Reader® can be downloaded by clicking on this link: [Adobe Get Acrobat Reader](#)

UIC: W35601 Document Effective Date: 20091016 Document Number: FC87305GFC040110																	
POSNO	Grade Rank	Position Title Name	SEQ/ POSN SSN	Comp	AUTH STR	PERS ID	PMOS/ PAOC	BMOS	ASI	SQI	Para Title	Lang	Sec Level	QLD	Date of Loss	UIC	Remarks
1	O03	COMMANDER	301011		1	K	25A		00		COMPANY HEADQUARTERS		Y			W35601	
1	CPT	FREEMAN, EDWARD M	956411401	R			25A						A			W35601	
1	O02	EXECUTIVE OFFICER	301021		1	K	25A		00		COMPANY HEADQUARTERS		Y			W35601	
1	CPT	LEMUS, LEONEL L	956411801	R			25A						A			W35601	
1	E08	FIRST SERGEANT	301031		1	I	25U		00	M	COMPANY HEADQUARTERS		Y			W35601	
1	1SG	AEGERTER, TIMOTHY PHILLIP	956415601	R			25U			M		QB	A			W35601	
Total Soldiers		Officers		Warrant Officers		Enlisted		Active Army		USAR		National Guard					
42		4		1		37		42		0		0					

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 [Section 3 - Unfilled Positions](#) | 
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# HRAR Section 2 Unslotted Soldiers



## HRAR Section 2 - Unslotted Soldiers



This section displays a list of soldiers and supporting data for the selected unit who are not slotted to an authorization.

UIC: W35601 Document Effective Date: 20091016 Document Number: FC87305GFC040110													
SEQ/POSN	Position Title	Rank	Name	SSN	Comp	PMOS/PAOC	BMOS	ASI	SQI	Sec Skill	Lang	UIC	Sec Level
9990	OVERSTRENGTH	SFC	HOFFMANN, ELMER JOSEPH	956415701	R	25B			O			W35601	A
9990	OVERSTRENGTH	SGT	YUNCKER, ELIZABETH MARIE	956415801	R	25Q		7D	O			W35601	F
9990	OVERSTRENGTH	SPC	EUSTICE, ROBERT DALE JR	956414901	R	25C		00	O			W35601	F
9990	OVERSTRENGTH	SPC	MANTOVANI, VICTOR TERRELL	956414801	R	25U		00	O			W35601	F
9990	OVERSTRENGTH	SPC	RIVERACOLON, MARY BREA	956411901	R	25Q		7D				W35601	F
9990	OVERSTRENGTH	SPC	WOLTER, JIMMY JOHN	956417301	R	25Q		7D				W35601	F
9990	OVERSTRENGTH	PFC	ELERICK, RICHARD MICHAEL	956417401	R	25Q		7D	O			W35601	F
9990	OVERSTRENGTH	PFC	MEADORS, TIMOTHY ELLIOTT	956415001	R	25B		00	O			W35601	F
9990	OVERSTRENGTH	PV2	BEARDEN, NATHAN JOSHUA	956417101	R	25C						W35601	F
9992	INCOMING PERSONNEL	SSG	DOMINGUEZ, JEREMY EARL	956414101	R	25E	25U	00	8	25U		W35601	F
9992	INCOMING PERSONNEL	SGT	BURT, TREVOR DAVID JR	956415501	R	25N		00	O			W35601	F
9992	INCOMING PERSONNEL	SPC	FIEDLER, LUKE LYNN II	956414201	R	25L						W35601	F
9992	INCOMING PERSONNEL	SPC	PLEVA, THOMAS ALLAN	956416801	R	25N		00	O			W35601	F
9992	INCOMING PERSONNEL	PFC	BRAVO, LEONARD RYAN	956415301	R	25B						W35601	F
9992	INCOMING PERSONNEL	PFC	DAVILA, TAYRON MICHEAL II	956417201	R	25B		00	O			W35601	F
9992	INCOMING PERSONNEL	PFC	HARGETT, GREGORY WADE II	956411301	R	25N						W35601	F
9992	INCOMING PERSONNEL	PFC	KLUTTS, CHARLES EARL JR	956415401	R	25N						W35601	F
9992	INCOMING PERSONNEL	PFC	WINDLE, CHRISTOPHER LAURENCE	956417501	R	25N		00	O			W35601	F
9992	INCOMING PERSONNEL	PFC	WOOSTER, ROBIN JANEE	956417601	R	92Y		00	O			W35601	Y
9992	INCOMING PERSONNEL	PV2	BLAIR, REX JR	956411601	R	25B		00	O			W35601	F
Total Unslotted Soldiers		Officers		Warrant Officers		Enlisted		Active Army		USAR		National Guard	
20		0		0		20		20		0		0	

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# HRAR Section 3 Unfilled Positions



## HRAR Section 3 - Unfilled Positions



This section displays a list of unfilled positions/authorizations for the selected unit along with supporting data.

UIC: W30301 Document Effective Date: 20091016 Document Number: FC87305GFC040110											
PARA/LINE	Position Title	Grade	PERS ID	MOS/AOC	SGI	ASI	Lang	UIC	Sec Level	Auth	Unfilled
30104	CBRN NCO	E05	I	74D	O	00		W30301	Y	1	1
30105	SUPPLY SGT	E05	I	92Y	O	00		W30301	Y	1	1
30201	SR SIG SPT SYS MAINT	E05	I	25U	O	00		W30301	Y	1	1
30303	ADP SCTY TEAM CHIEF	E06	I	25B	O	00		W30301	Y	1	1
30305	ELECTRO SPECTRUM NCO	E06	I	25E	O	00		W30301	Y	1	1
30307	SATCOM OPNS NCO	E06	I	25S	O	7D		W30301	Y	1	1
30308	ADP SECURITY SP	E04	I	25B	O	00		W30301	Y	1	1
30309	NODE OPS SYS OPR-MNT	E04	I	25N	O	00		W30301	Y	1	1
30310	ADP SECURITY SP	E03	I	25B	O	00		W30301	Y	1	1
30402	LAN MGR	E04	I	25B	O	00		W30301	Y	1	1
30403	XMSN SYS OPR-MNT	E04	I	25Q	O	7D		W30301	Y	1	1
30501	TEAM CHIEF	E05	I	25U	O	00		W30301	Y	1	1
30502	RADIO RETRANS OPR	E04	I	25U	O	00		W30301	Y	1	1
30701	SR NODAL NET SYS OPR-M	E05	I	25N	O	00		W30301	Y	2	1
30703	RANGE EXTENSION OPR	E04	I	25Q	O	7D		W30301	Y	2	1
30705	SR SAT COM SYS OPR-MNT	E05	I	25S	O	7D		W30301	Y	2	1
30706	SATCOM SYS OPR-MNT	E04	I	25S	O	7D		W30301	Y	2	1
30802	XMSN SYS OPR-MNT	E04	I	25Q	O	7D		W30301	Y	2	1
30901	SR INFO SYS SP	E05	I	25B	O	00		W30301	Y	2	1
30902	CABLE SYS INSTL-MNT	E04	I	25L	O	00		W30301	Y	2	1
31001	TEAM CHIEF	E05	I	25U	O	00		W30301	Y	2	1
31002	RADIO RETRANS OPR	E04	I	25U	O	00		W30301	Y	2	2
31101	EPLRS NCS SUPERVISOR	E06	I	25C	O	T1		W30301	Y	2	2
31102	SENIOR EGRU OPERATOR	E05	I	25C	O	T1		W30301	Y	2	2
31103	EPLRS NCS OPERATOR	E04	I	25C	O	T1		W30301	Y	2	1

Total Unfilled Positions: 28



Section 1 - Slotted Soldiers | Section 2 - Unslotted Soldiers | **Section 3 - Unfilled Positions** | Section 4 - Slotted/Unfilled Positions | Section 5 - Changed Authorizations | Section 6 - Total Soldiers | Return to UIC Selection

# HRAR Section 4 Slotted/Unfilled Position



## HRAR Section 4 - Slotted/Unfilled Positions



This section displays the slotted and unfilled positions/authorizations for the selected unit along with supporting data.

UIC: W30301 Document Effective Date: 20091016 Document Number: FC87305GFC040110

SEQ No.	Slotted	Position Title	Grade	Comp	AUTH STR	PERS ID	MOS/AOC	SQI	ASI	Lang	UIC	Sec Level
SSN		Name										
301011	Y	COMMANDER	O03		1	K	25A		00		W30301	Y
903411401		FREEMAN, EDWARD M	CPT	R			25A				W30301	A
301021	Y	EXECUTIVE OFFICER	O02		1	K	25A		00		W30301	Y
310022	N	RADIO RETRANS OPR	E04		2	I	25U	O	00		W30301	Y
311011	N	EPLRS NCS SUPERVISOR	E06		2	I	25C	O	T1		W30301	Y
311012	N	EPLRS NCS SUPERVISOR	E06		2	I	25C	O	T1		W30301	Y
311021	N	SENIOR EGRU OPERATOR	E05		2	I	25C	O	T1		W30301	Y
311022	N	SENIOR EGRU OPERATOR	E05		2	I	25C	O	T1		W30301	Y
311032	N	EPLRS NCS OPERATOR	E04		2	I	25C	O	T1		W30301	Y

Total Slotted Positions

42

Total Unfilled Positions

28

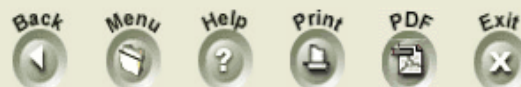
[Section 1 - Slotted Soldiers](#) | 
 [Section 2 - Unslotted Soldiers](#) | 
 [Section 3 - Unfilled Positions](#) | 
 [Section 4 - Slotted/Unfilled Positions](#) | 
 [Section 5 - Changed Authorizations](#) | 
 [Section 6 - Total Soldiers](#) | 
 [Return to UIC Selection](#)



# HRAR Section 5 Changed Authorizations



## HRAR Section 5 - Changed Authorizations



This section displays the authorizations that will be dropped from or added to the unit when the next document takes effect.

**Please note:** Only Section 5 will be available if the selected Document Effective Date is other than the current date.

UIC: W30301 Document Effective Date: 20091016 Document Number: FC87305GFC040110												
SEQ No.	Position Title	Grade	Comp	PERS ID	PMOS/PAOC	ASI	SQL	Sec Skill	Lang	Sec Level	UIC	Added (A) Dropped (D)
There is no future Document Effective Date available for comparison.												

Total Changed Authorizations	Total Dropped	Total Added
0	0	0



[Section 1 - Slotted Soldiers](#) | [Section 2 - Unslotted Soldiers](#) | [Section 3 - Unfilled Positions](#)  
[Section 4 - Slotted/Unfilled Positions](#) | [Section 5 - Changed Authorizations](#) | [Section 6 - Total Soldiers](#) | [Return to UIC Selection](#)

[Section 1 - Slotted Soldiers](#) | [Section 2 - Unslotted Soldiers](#) | [Section 3 - Unfilled Positions](#)  
[Section 4 - Slotted/Unfilled Positions](#) | [Section 5 - Changed Authorizations](#) | [Section 6 - Total Soldiers](#) | [Return to UIC Selection](#)





# Slotting



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- Deny Promotion List Auto Integration
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- Enlisted Promotion Report (AAA-294)


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Privacy Act Data in Accordance With Privacy Act of 1974  
Dispose of this Properly



## Slotting - UIC Selection

BackMenuHelpPrintExit


This page allows the authorized user to select a UIC/Document Effective Date combination to begin slotting.

- To select a UIC and Document Effective Date combination, select the UIC of choice from the picklist. The Doc. Eff. Date will default to the current document date. An alternate date can be selected if necessary.
- Click "OK" to proceed. "Close" to exit without proceeding.

UIC: W30301

Doc. Eff. Date: 20091016

OKClose



## Slotting - Filter Criteria

Back
Menu
Help
Print
Exit

This page allows the user to filter the soldiers for the selected UIC(s) and Document Effective Date(s). (\*) denotes required criteria.

- Click "OK" to proceed. Click "Close" to exit without proceeding.

UIC Selection(s):

W30301 (20091016)

*Soldiers	Grade		Section
<input checked="" type="radio"/> Unslotted Soldiers <input type="radio"/> All Soldiers <input type="radio"/> Overstrength Soldiers	<input checked="" type="checkbox"/> E1 - E4 <input checked="" type="checkbox"/> E5 <input type="checkbox"/> E6 <input type="checkbox"/> E7	<input type="checkbox"/> E8 <input type="checkbox"/> E9 <input type="checkbox"/> WO <input type="checkbox"/> Officers	<div> 301 COMPANY HEADQUART 302 SIGNAL MAINTENANCE 303 NETOPS/CND TEAM 304 SMALL COMMAND POST 305 RETRANSMISSION TEAM </div>

OK

Close



# Slotting - Filter Criteria (2 of 2)



UIC Selection(s):

W30301 (20091016)

**Soldiers**

Select	SEQ/ POSN	Current Position Title	Rank	Name	Comp	MOS/ AOC	BMOS	ASI	SQI	Lang	Assign UIC	Slotted SEQ/POSN
<input type="radio"/>	9992	INCOMING PERSONNEL	SGT	BURT, TREVOR DAVID JR	R	25N		00	O		W30301	
<input type="radio"/>	9992	INCOMING PERSONNEL	SPC	FIEDLER, LUKE LYNN II	R	25L					W30301	
<input checked="" type="radio"/>	9992	INCOMING PERSONNEL	SPC	PLEVA, THOMAS ALLAN	R	25N		00	O		W30301	W30301 307012
<input type="radio"/>	9992	INCOMING PERSONNEL	PFC	DAVILA, TAYRON MICHEAL II	R	25B		00	O		W30301	

---

<input type="radio"/>	305011	<input type="text" value="N"/>	RETRANSMISSION TEAM	<input type="text" value="TEAM CHIEF"/>	<input type="text"/>		E05	I	25U	00	O	W30301
<input checked="" type="radio"/>	305021	<input type="text" value="Y"/>	RETRANSMISSION TEAM	<input type="text" value="RADIO RETRANS OPI"/>	<input type="text"/>		E04	I	25U	00	O	W30301
<input type="radio"/>	307012	<input type="text" value="N"/>	(X2) JOINT NETWORK NOD	<input type="text" value="SR NODAL NET SYS"/>	<input type="text" value="20110429"/>		E05	I	25N	00	O	W30301
<input type="radio"/>	307032	<input type="text" value="N"/>	(X2) JOINT NETWORK NOD	<input type="text" value="RANGE EXTENSION"/>	<input type="text"/>		E04	I	25Q	7D	O	W30301
<input type="radio"/>	311032	<input type="text" value="N"/>	(X2) EPLRS NETWORK MAN	<input type="text" value="EPLRS NCS OPERAT"/>	<input type="text"/>		E04	I	25C	T1	O	W30301

UIC Selection(s):			<div>W30301 (20091016)</div>						
SEQ/ POSN	Soldier			Authorization					
	Rank	Name	MOS	Rank	Section	Duty Title	Duty Date	MOS	Assign UIC
W30301 307012	SPC	PLEVA, THOMAS ALLAN	25N	E05	(X2) JOINT NETWORK NOD	SR NODAL NET SYS OPR-M	20110429 1346	25N	W30301

Total soldiers in this session	Slotted Soldiers	Unslotted Soldiers
1	1	0
Total soldiers in the unit	Slotted Soldiers	Unslotted Soldiers
62	44	18





# Check on Learning



Q. What are the functional areas within Reassignments?

**A. Schedule briefing, Briefing Attendance, and HQDA Reassignments.**

Q. This report simulates the Unit Manning Report (UMR) and includes sections for slotted Soldiers and their authorizations, un-slotted Soldiers, unfilled positions, slotted and unfilled positions, changed authorizations, and total Soldiers.

**A. Human Resource Authorizations Report (HRAR).**

Q. What is the purpose of the Slotting authorized document?

**A. The Slotting - Authorized Document allows the authorized user to  
associate one or more Soldiers with filled or unfilled positions from an  
authorization document by comparing the qualifications of the selected  
Soldiers with the requirements of the authorization document.**

# PERSTEMPO



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- Overseas Assignment Data
- Self-Professed Language

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- Pay Management

### Workflow

- Inbox
- Outbox
- Delegate Role

### DTAS

- DTAS Soldier Record
- TRN Upload

### Promotions

- Enlisted Reduction
- Lateral Appointment
- Promotion
- Deny Promotion
- Deny Promotion List Auto Integration
- Special Category Promotion
- Restore/Revoke Previous Rank
- Correct Date Of Rank
- Rank History
- Enlisted Advancement Report (AAA-117)
- Enlisted Promotion Report (AAA-294)

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# DTAS



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# eMILPO DTAS Scenario

You are the HR Specialist currently assigned to the HHC, 1<sup>st</sup> Brigade Combat Team, 4<sup>th</sup> Infantry Division and the unit is preparing to deploy to Iraq. The Adjutant has been briefed by the Brigade Commander to prepare the Deployment Roster and Rear Detachment Personnel Roster. The Adjutant provides you with a list of names of personnel that will be part of the Rear Detachment and will not be deploying.

He also hands you a folder with documents that must be processed in eMILPO. The Adjutant informs you that the transactions that you are about to do must reflect on a clean copy of the AAA-162 so he can provide the copy to the Brigade Commander. He also informs you that the Soldiers that you have completed the transactions on will not be part of the deployed roster and must be checked off from the Extensible Markup Language (XML) File that will be UP-Loaded in to DTAS when the unit arrives in Iraq.

# eMILPO Main Menu



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## eMILPO Main Menu



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- Emergency Notification
- Personal ☐
- Service/Miscellaneous Dates
- Military Spouse (MACP)
- Family Member
- Suspension of Favorable Personnel Actions
- Individual Awards
- Servicemembers' Group Life Insurance
- Education ☐
- Lost Time
- Field Determined Security Status
- Citizenship ☐
- Certification ☐
- GI Bill
- Assignment Considerations ☐
- Tests ☐
- Military Occupational Specialty
- Overseas Assignment Data
- Self-Professed Language

### Personnel Accounting

- Arrival ☐
- Attachment ☐
- Slotting ☐
- Duty Status
- Soldier Patient History
- Assignment History ☐
- Reserve Component Accounting ☐
- DFR/DFS ☐
- Transition/Loss ☐
- PCS Departure ☐
- RA Strength ☐
- Casualty Affairs

### Readiness

- Personnel Asset Visibility Report (PAVR) ☐
- Human Resource Authorizations Report (UMR) ☐
- Soldier Availability Deployment Tracking ☐
- Mass Soldier Availability Deployment Tracking ☐

### Reassignments

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- Briefing Attendance
- HQDA Reassignments

### PERSTEMPO

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- Mass Event ☐
- Outprocessing Report
- Threshold Management
- Pay Management

### Workflow

- Inbox
- Outbox
- Delegate Role

### DTAS

- DTAS Soldier Record ☐
- TRN Upload ☐

### Promotions

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Dispose of this Properly



## DTAS - Soldier Selection

This page allows the user to build a soldier list for the working session. Please select a search criterion and enter a corresponding value. Use "ADD" and "DEL" to add and delete criteria then click "Search" to begin. Click "Reset" to clear the fields. Click "Cancel" to interrupt a search.

Search Criteria:

Select One

ADD

DEL

Selected Criteria:

UIC : WK0601

Search

Reset

Cancel

Select soldiers by clicking on the corresponding checkboxes in the Select Deselect column. Click "Select" to select all soldiers. Click "Deselect" to deselect all soldiers.

- Click "OK" to proceed. Click "Clear" to clear the soldier list. Click "Close" to exit the page.
- If the search returns multiple pages, "Next" and "Previous" will be available to navigate the pages.

Page 1 of 3

Select Deselect	Rank	Name	SSN
<input checked="" type="checkbox"/>	CSM	ADEBOMI, SUNDAY LEE	906131601
<input checked="" type="checkbox"/>	SSG	AKERS, PAMELA TIJUAN	906135901
<input checked="" type="checkbox"/>	PFC	HOLLEY, ANTHONY MICHAEL	906147001
<input checked="" type="checkbox"/>	MAJ	HOMILLER, MICHAEL MICHAEL	906127901
<input checked="" type="checkbox"/>	SPC	HORNE, TAMEKA MARIE	906146501
<input checked="" type="checkbox"/>	CW2	HUTCHINS, GALEN DEAN	906134101
<input checked="" type="checkbox"/>	SGT	ISLAS, MARIO MICHAEL	906142001

Previous


Next

OK





Clear

Close





## DTAS - Soldier Selection



This page allows the user to build a soldier list for the working session. Please select a search criterion and enter a corresponding value. Use "ADD" and "DEL" to add and delete criteria then click "Search" to begin. Click "Reset" to clear the fields. Click "Cancel" to interrupt a search.

Search Criteria: 

Select One

ADD

DEL

Selected Criteria:

Search

Reset

Cancel

Select soldiers by clicking on the corresponding checkboxes in the Select Deselect column. Click "Select" to select all soldiers. Click "Deselect" to deselect all soldiers.

- Click "OK" to proceed. Click "Clear" to clear the soldier list. Click "Close" to exit the page.
- If the search returns multiple pages, "Next" and "Previous" will be available to navigate the pages.

Select Deselect	Rank	Name	SSN
<input checked="" type="checkbox"/>	CPT	ISRAEL, RONALD FREDERIC	906145601
<input checked="" type="checkbox"/>	SSG	JACKMAN, JORDAN MICHEAL	906131001
<input checked="" type="checkbox"/>	SFC	JACKSONBUTLER, ANGELA MARILYNN	906140001
<input checked="" type="checkbox"/>	SSG	JACOBSON, JOHN EARL	906134501
<input checked="" type="checkbox"/>	PV2	JERIGAN, OTIS	906147201
<input checked="" type="checkbox"/>	SSG	SALAZAR, JESUS III	906132301
<input checked="" type="checkbox"/>	1LT	SANDEEN, ROSA DONNE	906139501
<input type="checkbox"/>	SPC	SARGENT, JARED ANDREW	906143001
<input checked="" type="checkbox"/>	SGT	SCHNACK, DARCY MICHELLE	906140701
<input checked="" type="checkbox"/>	SGT	SCHONAUER, RAY SCOTT	906134301

Previous

Next

OK

Clear

Close

# eMILPO DTAS - Soldier Selection

(3 of 3)



## DTAS - Soldier Selection



This page allows the user to build a soldier list for the working session. Please select a search criterion and enter a corresponding value. Use "ADD" and "DEL" to add and delete criteria then click "Search" to begin. Click "Reset" to clear the fields. Click "Cancel" to interrupt a search.

Search Criteria:

Select One

ADD

DEL

Selected Criteria:

Search

Reset

Cancel

Select soldiers by clicking on the corresponding checkboxes in the Select Deselect column. Click "Select" to select all soldiers. Click "Deselect" to deselect all soldiers.

- Click "OK" to proceed. Click "Clear" to clear the soldier list. Click "Close" to exit the page.
- If the search returns multiple pages, "Next" and "Previous" will be available to navigate the pages.

Page 3 of 3

Select Deselect	Rank	Name	SSN
<input checked="" type="checkbox"/>	SSG	SCHREWS, ALAN MICHAEL	906141301
<input checked="" type="checkbox"/>	CPT	SELLARS, JONATHAN	906132401
<input checked="" type="checkbox"/>	CPT	SHADLE, JOSHUA S	906144401
<input checked="" type="checkbox"/>	SSG	SIBERY, COLTEN LOUIS	906146201
<input checked="" type="checkbox"/>	MAJ	WICHERN, TANNER WARREN	906143701
<input checked="" type="checkbox"/>	MSG	WILLMS, CLARK LEVERNE	906136701
<input checked="" type="checkbox"/>	SSG	WIRTH, JOSEPH JAMES	906139001
<input checked="" type="checkbox"/>	SSG	WYATT, MARIA PATRICE	906137101
<input checked="" type="checkbox"/>	SPC	ZEBRAUSKAS, DANIEL PATRICK	906145401
<input checked="" type="checkbox"/>	SGM	ZINDARS, MICHAEL CURTIS	906143401

Previous

Next

OK

Clear

Close



## DTAS - Data Extract



This page displays the hyperlink to the XML file with the requested records. Please click "Close" to return to the "Main Menu" when you have saved the data file.

[Click on this hyperlink to extract soldier data and download file](#)



Close



# Data Extract (XML) File (1 of 2)



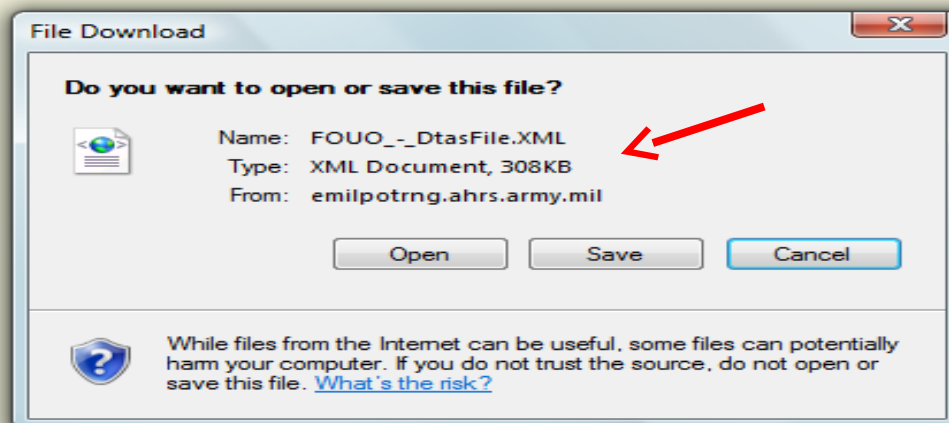
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This page displays the hyperlink to the XML file with the requested records. Please click "Close" to return to the "Main Menu" when you have saved the data file.

[Click on this hyperlink to extract soldier data and download file](#)

Close

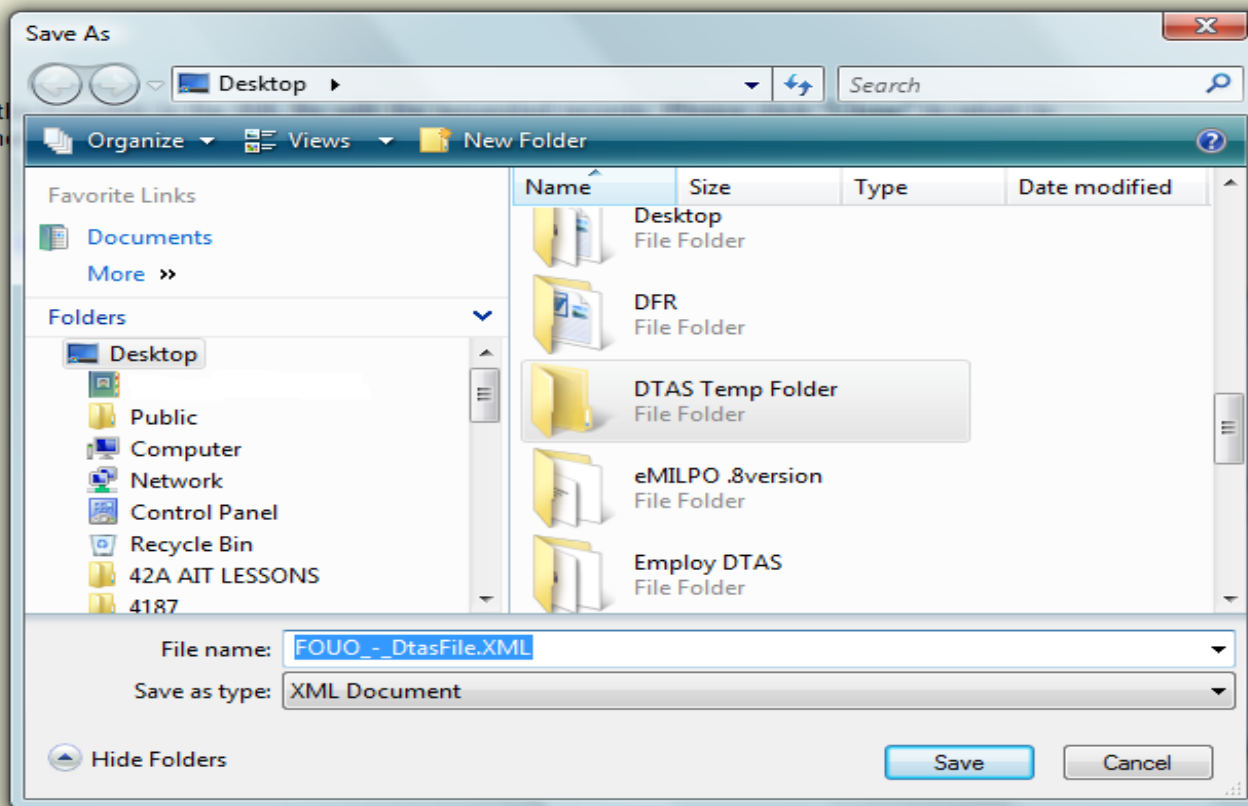




## DTAS - Data Extract



This page displays the  
the "Main Menu" wh





# Extensible Markup Language (XML) File



```
<?xml version="1.0" encoding="ISO-8859-1" standalone="yes" ?>
- <DeployedPersonnel xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
- <DeployedPerson>
- <Person>
  <GUID>906128201</GUID>
  <FirstName>CHRISTOPHER</FirstName>
  <MiddleName>PHILIP</MiddleName>
  <LastName>MITTER</LastName>
  <NameSuffix />
  <MOSAOC>42F</MOSAOC>
  <SMOS />
  <SkillLevel />
  <Sex>M</Sex>
  <DateOfRank>2009-09-01</DateOfRank>
  <Rank>X5</Rank>
  <ETSDDate>2013-09-15</ETSDDate>
  <BirthDate>1986-12-03</BirthDate>
  <MaritalStatus>M</MaritalStatus>
  <ReligiousDenomination />
  <MPC>E</MPC>
  <Race>C</Race>
  <MPAType />
  <MPARreason />
  <ServiceComponent>R</ServiceComponent>
  <HomeCity>CONWAY</HomeCity>
  <HomeState>AR</HomeState>
  <BloodType>A+</BloodType>
  <EthnicGroup>X</EthnicGroup>
  <CitizenOriginCode>A</CitizenOriginCode>
  <CitizenCountry>US</CitizenCountry>
  <BASD>2008-09-16</BASD>
  <PEBD>2008-09-16</PEBD>
  <MilitaryEducationLevel />
  <DoDComponent />
```





# Check on Learning



Q. What file format does eMILPO produce for uploading in to DTAS?

**A. Extensible Markup Language (XML) File.**

Q. Up to how many Soldiers will eMILPO pull data up when creating an .xml file for DTAS?

**A. Only the first 400. The rest of the UIC must be searched by SSN or Name.**

Q. How many reports can be found in the Reports Tab in DTAS?

**A. Four.**

Q. What System is a Congressionally-mandated system to track  
Soldiers' deployed time away from home?

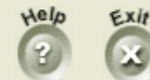
# System Administration



☐ Use Single SSN

For Official Use Only

## eMILPO Main Menu



Last Successful Logon: 20150928@15:29

### Personnel Services

- Emergency Notification
- Personal ☐
- Service/Miscellaneous Dates
- Military Spouse (MACP)
- Family Member
- Suspension of Favorable Personnel Actions
- Individual Awards
- Servicemembers' Group Life Insurance
- Education ☐
- Lost Time
- Field Determined Security Status
- Citizenship ☐
- Certification ☐
- GI Bill
- Assignment Considerations ☐
- Tests ☐
- Military Occupational Specialty
- Overseas Assignment Data
- Self-Professed Language

### Personnel Accounting

- Arrival ☐
- Attachment ☐
- Slotting ☐
- Duty Status
- Soldier Patient History
- Assignment History ☐
- Reserve Component Accounting ☐
- DFR/DFS ☐
- Transition/Loss ☐
- PCS Departure ☐
- RA Strength ☐
- Casualty Affairs

### Readiness

- Personnel Asset Visibility Report (PAVR) ☐
- Human Resource Authorizations Report (UMR) ☐
- Soldier Availability Deployment Tracking ☐
- Mass Soldier Availability Deployment Tracking ☐

### Reassignments

- Schedule Briefing
- Briefing Attendance
- HQDA Reassignments

### PERSTEMPO

- Unassociated Soldier Events
- Individual Event
- Mass Event ☐
- Outprocessing Report
- Threshold Management
- Pay Management

### Workflow

- Inbox
- Outbox
- Delegate Role

### DTAS

- DTAS Soldier Record
- TRN Upload

### Promotions

- Enlisted Reduction
- Lateral Appointment
- Promotion
- Deny Promotion
- Deny Promotion List Auto Integration
- Special Category Promotion
- Restore/Revoke Previous Rank
- Correct Date Of Rank
- Rank History
- Enlisted Advancement Report (AAA-117)
- Enlisted Promotion Report (AAA-294)

### View Only

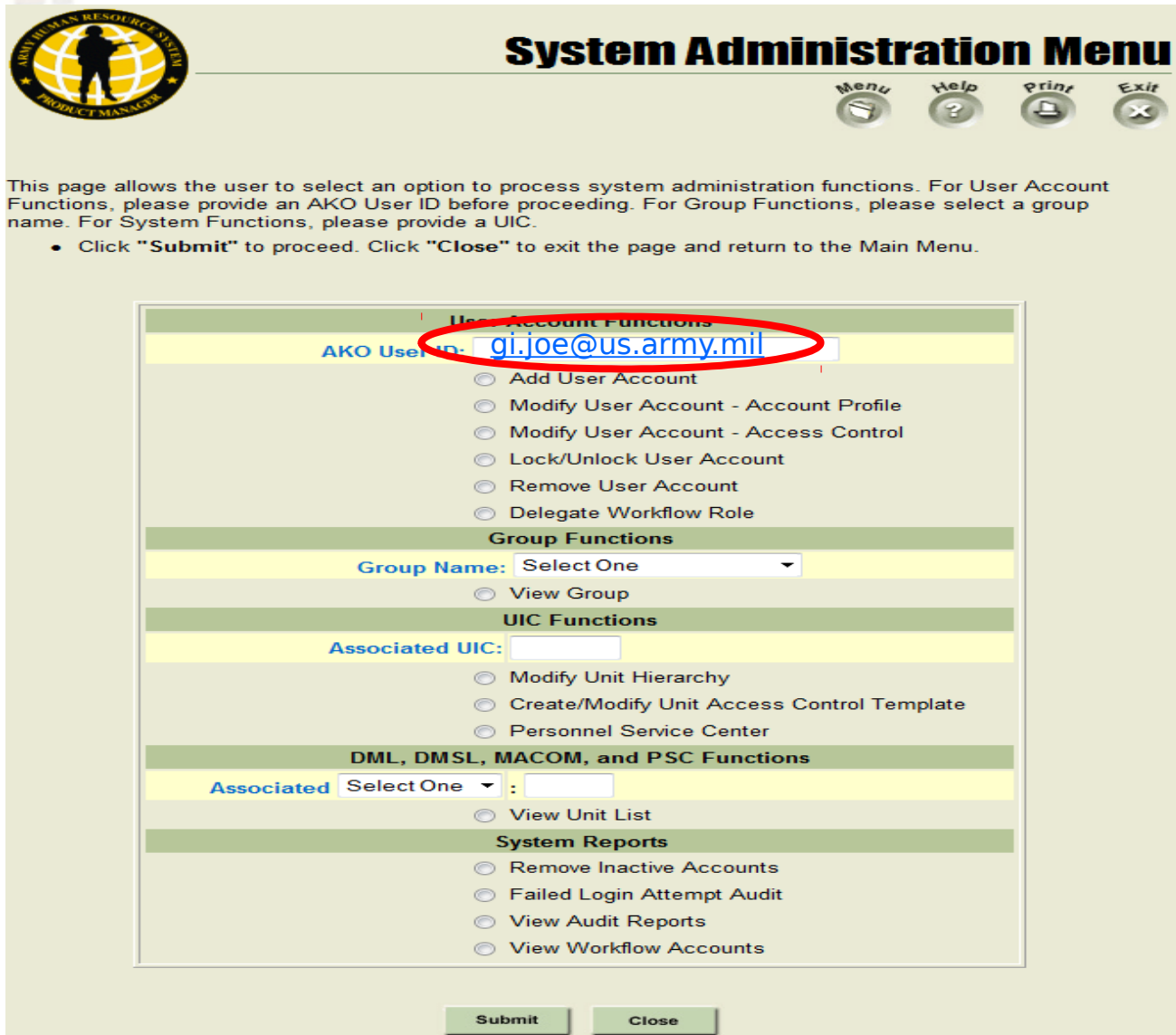
- View Soldier Information
- View Unit Information
- Reports ☐

### System Services

- System Administration
- User Documentation

System Administration

# System Administration Menu



The screenshot shows the 'System Administration Menu' interface. At the top left is a logo for the 'ARMY HUMAN RESOURCE CENTER PROJECT MANAGER'. At the top right are four buttons: 'Menu', 'Help', 'Print', and 'Exit'. Below the header, a paragraph explains the page's purpose: 'This page allows the user to select an option to process system administration functions. For User Account Functions, please provide an AKO User ID before proceeding. For Group Functions, please select a group name. For System Functions, please provide a UIC.' A bullet point instructs the user to 'Click "Submit" to proceed. Click "Close" to exit the page and return to the Main Menu.'

The main content area is divided into several sections, each with a green header bar:

- User Account Functions**: Includes a text input field for 'AKO User ID' containing 'gi.joe@us.army.mil' (circled in red). Below this are radio buttons for: Add User Account, Modify User Account - Account Profile, Modify User Account - Access Control, Lock/Unlock User Account, Remove User Account, and Delegate Workflow Role.
- Group Functions**: Includes a dropdown menu for 'Group Name' set to 'Select One'. Below this is a radio button for 'View Group'.
- UIC Functions**: Includes a text input field for 'Associated UIC'. Below this are radio buttons for: Modify Unit Hierarchy, Create/Modify Unit Access Control Template, and Personnel Service Center.
- DML, DMSL, MACOM, and PSC Functions**: Includes a dropdown menu for 'Associated' set to 'Select One' followed by a colon and a text input field. Below this is a radio button for 'View Unit List'.
- System Reports**: Includes radio buttons for: Remove Inactive Accounts, Failed Login Attempt Audit, View Audit Reports, and View Workflow Accounts.

At the bottom of the form are two buttons: 'Submit' and 'Close'.

Enter the Users AKO Account

User Account Functions

AKO User ID: gi.joe@us.army.m

Add User Account

☒ Add User Account

☐ Modify User Account - Unit Profile

☐ Modify User Account - Access Control

☐ Lock/Unlock User Account

☐ Remove User Account

☐ Delegate Workflow Role



**User Account - UIC Selection**

The selected user is associated to more than one UIC. Please select one Associated UIC profile to modify.

- Click "Submit" to proceed. Click "Close" to return to the System Administration Menu.

User ID: COLLEEN.ENGLESHROSS

Associated UIC: Select One

Submit Close

Click Submit to Proceed

Submit

Close

Enter the Users AKO Account

User Account Functions

AKO User ID: gi.joe@us.army.mil

Modify Unit Profile

☐ Add User Account

☒ Modify User Account - Unit Profile

☐ Modify User Account - Access Control

☐ Lock/Unlock User Account

☐ Remove User Account

☐ Delegate Workflow Role

Click "Submit" to Proceed

Submit

Close

**Enter the Users AKO Account**

## User Account Functions

AKO User ID: gi.joe@us.army.m

**Modify Access Control**

- ☐ Add User Account
- ☐ Modify User Account - Unit Profile
- ☒ Modify User Account - Access Control
- ☐ Lock/Unlock User Account
- ☐ Remove User Account
- ☐ Delegate Workflow Role

**Click "Submit" to Proceed**

Submit

Close



Enter the Users AKO Account

User Account Functions

AKO User ID: gi.joe@us.army.mil

Lock/Unlock Account

- ☐ Add User Account
- ☐ Modify User Account - Unit Profile
- ☐ Modify User Account - Access Control
- ☒ Lock/Unlock User Account
- ☐ Remove User Account
- ☐ Delegate Workflow Role

Click "Submit" to Proceed

Submit

Close

**Enter the Users AKO Account**

User Account Functions

AKO User ID:

gi.joe@us.army.mil

- ☐ Add User Account
- ☐ Modify User Account - Unit Profile
- ☐ Modify User Account - Access Control
- ☐ Lock/Unlock User Account
- ☒ Remove User Account
- ☐ Delegate Workflow Role

**Remove Account**

**Click "Submit" to Proceed**

**Enter the Users AKO Account**

## User Account Functions

**AKO User ID:**

gi.joe@us.army.mil

- ☐ Add User Account
- ☐ Modify User Account - Unit Profile
- ☐ Modify User Account - Access Control
- ☐ Lock/Unlock User Account
- ☐ Remove User Account
- ☒ Delegate Workflow Role

**Workflow  
w Role**

**Click "Submit"  
to Proceed**

Submit

Close



# Check on Learning



Q. Who is responsible for establishing accounts for all users of eMILPO assigned to your brigade?


**R. The User (System) Administrator.**

Q. The User Account Functions allows the UA to do what?

**S. Allows the UA to create, maintain, and remove user accounts for the unit boundaries that he or she is authorized to manage.**

Q. What are some of the functions associated with the User Account Functions?

**T. Add user account, modify user account, lock/unlock user account, remove user account and delegate workflow role.**



## System Administration Menu

Menu

Help

Print

Exit

This page allows the user to select an option to process system administration functions. For User Account Functions, please provide an AKO User ID before proceeding. For Group Functions, please select a group name. For System Functions, please provide a UIC.

- Click "Submit" to proceed. Click "Close" to exit the page and return to the Main Menu.

### User Account Functions

AKO User ID:

☐ Add User Account

☐ Modify User Account - Unit Profile

☐ Modify User Account - Access Control

☐ Lock/Unlock User Account

☐ Remove User Account

☐ Delegate Workflow Role

### Group Functions

Group Name :

☐ View Group

☐ Add Group

☐ Modify Group

☐ Remove Group

### System Functions

Associated UIC:

☒ Modify Unit Hierarchy

☐ Create/Modify Unit Access Control Template

☐ Personnel Service Center

### System Reports

☐ Remove Inactive Accounts

☐ Failed Login Attempt Audit

☐ View Audit Reports

☐ View Workflow Accounts

Submit

Close

Modify Unit Hierarchy



## Modify Unit Hierarchy

Menu

Help

Print

Exit

This page allows the administrator to modify the selected associated unit's hierarchy. (\*) denotes a required field.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

Selected UIC: WSNCAA

View Unit Hierarchy

\*Parent UIC: W6CL04

\*Designation: Company

\*Workflow Status: ☒ On ☐ Off

Submit

Close

Unit Hierarchy - Micro...

Unit Hierarchy for UIC: WSNCAA

→ WSNCAA - Company





# Personnel Service Center (PSC)



## Personnel Service Center



This page allows the authorized user to select a PSC for the listed unit. Please click the corresponding radiobutton and select a PSC from the picklist. The user may also designate or remove an existing PSC status for the unit by selecting the corresponding radiobutton.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

UIC: WSNCAA PSC:

- ☐ Selecting a PSC:
- ☐ Designating PSC Status
- ☐ Removing PSC Status

Submit

Close

# System Reports



## System Administration Menu



This page allows the user to select an option to process system administration functions. For User Account Functions, please provide an AKO User ID before proceeding. For Group Functions, please select a group name. For System Functions, please provide a UIC.

- Click "Submit" to proceed. Click "Close" to exit the page and return to the Main Menu.

### User Account Functions

AKO User ID:

- ☐ Add User Account
- ☐ Modify User Account - Unit Profile
- ☐ Modify User Account - Access Control
- ☐ Lock/Unlock User Account
- ☐ Remove User Account
- ☐ Delegate Workflow Role

### Group Functions

Group Name :

- ☐ View Group
- ☐ Add Group
- ☐ Modify Group
- ☐ Remove Group

### System Functions

Associated UIC:

- ☐ Modify Unit Hierarchy
- ☐ Create/Modify Unit Access Control Template
- ☐ Personnel Service Center

### System Reports

- ☒ Remove Inactive Accounts
- ☐ Failed Login Attempt Audit
- ☐ View Audit Reports
- ☐ View Workflow Accounts

Remove  
Inactive  
Account

Submit

Close



# Remove Inactive Accounts



## Remove Inactive Accounts



This page displays the user accounts that have not been accessed within the past 30 days. The administrator can remove the account(s) by clicking on the corresponding radiobutton in the Remove column.

- Click **"Submit"** to proceed. Click **"Close"** to exit the page and return to the SA Menu.

Remove	User ID	Associated UIC	Last Logon Date	# Inactive Days	Account Locked?
<input type="checkbox"/>	MARCUS.ANTHONY.ATKINS	WGGQAA	20060527	67	N
<input type="checkbox"/>	RENE.VILORIA	WGGQAA	20050525	434	Y
<input type="checkbox"/>	HENRY.ARROYO	WGGQAA	20060515	79	N
<input type="checkbox"/>	DOUGLAS.SCOTT.ALLEN	WGGQT0	19000101	38929	N
<input type="checkbox"/>	CRAIG.A.STIMSON	WGGQAA	20060530	64	N
<input type="checkbox"/>	JOHN.ELKINS1	WGGQAA	20060303	152	N

Submit

Close



## Failed Logon Attempts Audit



This page displays the failed logon attempts and allows the administrator to view and purge the audit record.

- Click **"Purge"** to purge the audit record. Click **"Close"** to exit the page and return to the System Administration Menu.

User ID	Logon Attempt Date	eMILPO User?
RICHARD.JOHNSON	20060601	Y

Purge

Close



## View Audit Report - Filter Criteria



This page allows the authorized user to select a filter criteria for the audit reports. Please note that Table Name is a required filter. In addition, please specify information for at least one element of the additional criteria which includes Date Range, SSN and/or AKO User ID.

- Click **"Submit"** to proceed. Click **"Close"** to return to the Main Menu.

**\*Table Name:**

**Date Range (yyyymmdd):** From  to

**SSN:**

**AKO User ID:**

Submit

Close



# Workflow Accounts



## View Workflow Accounts



This page displays the workflow accounts in the SA's unit hierarchy. Click **"Close"** to return to the SA Menu.

AKO USER ID	UIC	ROLE	SA RIGHTS	END DATE
MARCUS.ANTHONY.ATKINS	WGGQAA	BN S1 CLERK	No	20070208
RENE.VILORIA	WGGQAA	BN S1 CLERK	No	20060131
HENRY.ARROYO	WGGQAA	BN S1 CLERK	No	20051110
CRAIG.A.STIMSON	WGGQAA	BN S1 CLERK	No	20061211
JOHN.ELKINS1	WGGQAA	BN S1 CLERK	No	20060522
COLLEEN.ENGLISHROSS	WGGQAA	NONE	Yes	20091010
DOUGLAS.SCOTT.ALLEN	WGGQT0	CAREER COUNSELOR	No	20060811

Close





# Check on Learning



Q. What will the system display when viewing the Remove Inactive Accounts?

**A. The system displays all user accounts that are inactive for 30 days or greater as well as their corresponding data (User ID, Associated UIC, Last Logon Date, # Inactive Days, and Account Locked status).**

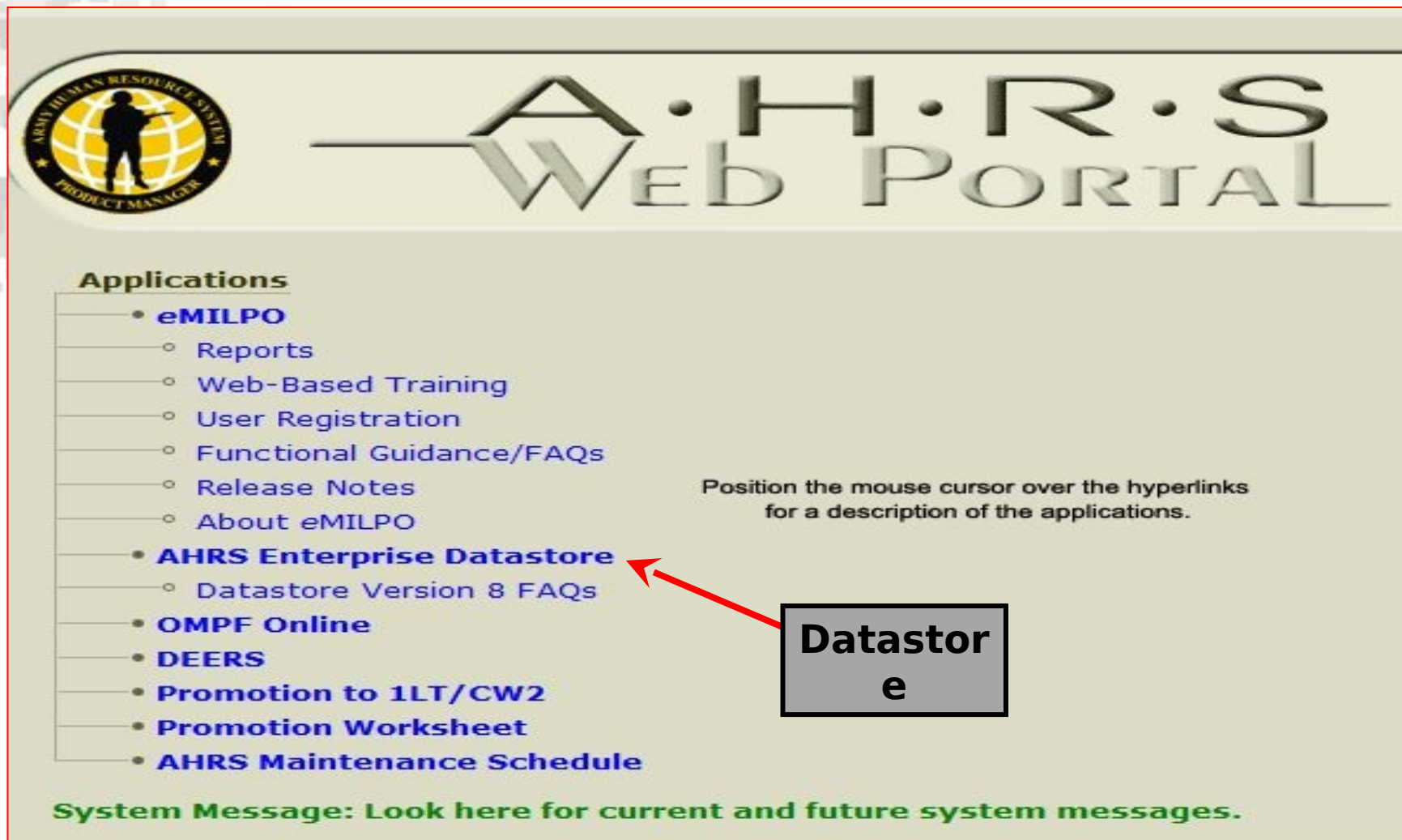
Q. Where would you be able to add a Personnel Service Center (PSC)?

**A. Under System Functions**

Q. When viewing the workflow accounts, what information is displayed?



# AHRS Enterprise Datastore



The screenshot shows the AHRS Web Portal interface. At the top left is a circular logo for the Army Human Resource System Product Manager, featuring a soldier silhouette. To the right is the title 'A·H·R·S Web PORTAL' in a large, stylized font. Below the title is a section titled 'Applications' with a list of links. A red arrow points from a grey box labeled 'Datastore' to the 'AHRS Enterprise Datastore' link in the list. To the right of the list, text instructs users to position the mouse cursor over the hyperlinks for a description. At the bottom, a green 'System Message' line is visible.

**Applications**

- **eMILPO**
  - Reports
  - Web-Based Training
  - User Registration
  - Functional Guidance/FAQs
  - Release Notes
  - About eMILPO
- **AHRS Enterprise Datastore**
  - Datastore Version 8 FAQs
- **OMPF Online**
- **DEERS**
- **Promotion to 1LT/CW2**
- **Promotion Worksheet**
- **AHRS Maintenance Schedule**

Position the mouse cursor over the hyperlinks for a description of the applications.

**Datastore**

**System Message:** Look here for current and future system messages.

- You will have to provide a User ID and password when logging into the AHRS portal
- Enter your User ID and password given out by the Instructor



Click on  
“continue”

User Login for all students is “cXX.sXX” Substitute XX with classroom and student number.

## Log on

[Help](#)

Please type your credentials for authentication.

Namespace:  
WindowsDomain

User ID:

Password:

OK

Cancel

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# Datastore Main Menu



https://datastoretrng.ahrs.army.mil/?b\_action=xts.run&m=portal/cc.xts&gohome= - Public Folders - Windows Internet Explorer

IBM Cognos Connection c56.s35 Log Off [Search] [Home] [User] Launch [Help] IBM

Public Folders My Folders

Public Folders

Entries: 1 - 6 [Refresh] [First] [Previous] [Next] [Last]

	Name	Modified	Actions
<input type="checkbox"/>	*Public Folders PPA's	September 30, 2015 5:15:35 PM	More...
<input type="checkbox"/>	Ad hoc Query	February 5, 2014 2:34:53 PM	More...
<input type="checkbox"/>	Cognos Quick Tour	April 15, 2013 9:09:25 AM	More...
<input type="checkbox"/>	Cubes	September 12, 2013 8:05:39 PM	More...
<input type="checkbox"/>	DML/DMSL/MACOM/PSC Reports	July 14, 2014 1:38:49 PM	More...
<input type="checkbox"/>	Reports	July 14, 2014 2:13:26 PM	More...

# Ad hoc Query



https://datastoretrng.ahrs.army.mil/?b\_action=xts.run&m=portal/cc.xts&gohome= - Public Folders - Windows Internet Explorer

IBM Cognos Connection c56.s11 Log Off

Public Folders My Folders

Public Folders

Entries: 1 - 6

Name	Modified	Actions
*Public Folders PPA's	September 30, 2015 5:15:35 PM	More...
Ad hoc Query	February 5, 2014 2:34:53 PM	More...
Cognos Quick Tour	April 15, 2013 9:09:25 AM	More...
Cubes	September 12, 2013 8:05:39 PM	More...
DML/DMSL/MACOM/PSC Reports	July 14, 2014 1:38:49 PM	More...
Reports	July 14, 2014 2:13:26 PM	More...

Public Folders

Select Ad hoc Query

# Query Wizard Launch



https://datastoretrng.ahrs.army.mil/?b\_action=xts.run&m=portal/cc.xts&m\_folder=iE49A7392A82A47D - Windows Internet Explorer

IBM Cognos Connection

c56.s11 Log Off

Public Folders My Folders

Public Folders > Ad hoc Query

Entries: 1 - 1

	Name	Modified	Actions
<input type="checkbox"/>	Ad-Hoc Query Starting Point	July 13, 2015 10:04:23 AM	More...

Select Ad-Hoc  
Query Starting  
Point



Query Studio - AHRS Datastore Query Wizard Launch

Menu

- Insert Data
- Edit Data
- Change Layout
- Run Report
- Manage File

Filter...

Combine Filters...

Suppress...

Sort...

Summarize...

Format Data...

Calculate...

Define Custom Groups...

Drill Down

Drill Up

Go To...

Rename Column Heading...

Cut

Paste

Delete

Undo

Redo

Font

Size

B I U

Color

Background Color

Table

Title

Query  
Toolbar

Select and insert items from the tree to fill in the report.  
You can also drag and drop items into the report.

Use Ctrl+click to select multiple items in the tree or report.  
Right-click report item headings to access commonly-used actions.



# Preview with No Date/Insert Data



Query Studio - AHRS Datastore Query Wizard Launch

Menu

- [Insert Data](#)
- [Edit Data](#)
- [Change Layout](#)
- [Run Report](#)
- [Manage File](#)

2d

Click on "Insert Data"

1st

Select "Preview with No Data"

Run with All Data

Preview with Limited Data

Preview with No Data

View in PDF Format

Specify PDF Options...

View in Excel 2007 Format

View in Excel 2002 Format

View in Excel 2000 Single Sheet Format

View in Excel 2000 Format

View in CSV Format

View in XML Format

Advanced Options...

Title

Select and insert items from the tree to fill in the report.  
You can also drag and drop items into the report.

Use Ctrl+click to select multiple items in the tree or report.  
Right-click report item headings to access commonly-used actions.

# Presentation Layer

Click on the plus (+) sign to access the "Presentation Layer".

1st

2nd

Click on the plus (+) sign "AHRs Datastore Query Wizard" to view the Predefined Query Subjects.

The Predefined Query Subjects are sets of the most frequently used data elements.

Menu

- Insert Data
- Edit Data
- Change Layout
- Run Report
- Manage File

AHRs Datastore Query Wizard 4.6.9

- Presentation Layer
  - AHRs Datastore Query Wizard
    - Soldier Core
    - Appitude Test Data
    - Authorization Data
    - Citizenship and Birth Data
    - Commissioned-Warrant Officer Data
    - Current Assignment Attachment Data
    - Current Organization Data
    - Education and Test Data
    - Emergency Spousal Notification
    - Enlisted Data
    - Enlisted MOS, ASI, SQI Data
    - Enlisted Promotions Auto Int Denial
    - Enlisted Technical Certifications
    - Family Member and Beneficiary Data
    - Language Proficiency Data
    - Medical Readiness Reason Data
    - Military Spouse Data
    - Mobilization Data
    - Officer AOC and Skill Data
    - Overseas Tour Credits
    - Patient Tracking Information
    - Personal Data
    - Promotion, Pay, SFPA, Awards Data
    - Reassignment Data
    - Reenl, Assign-Pref, and Restriction Data
    - Security Clearance Data
    - Separation Data
    - Service Data
    - SQLI Spouse Notification
    - Soldier Deployment Availability Data
    - Soldier Dwell Counts
    - Soldier Physical Data
    - UTC Hierarchy
    - Warrant Officer MOS, ASI, SQI Data
    - SQLI Tracking Data

Information

Insert

Data is turned off

Run once with all data

File Edit View Favorites Tools Help

Links Customize Links

Favorites Center

Favorites Feeds History

- eMILPO
- Links
- Microsoft Websites
- MSN Websites
- Windows Live
- ADP ezLaborManager - Employee Time Sheet
- AIT Course Lessons
- Google
- SharePoint
- SINet
- U.S. Army Golden Master Program Support Page
- U.S. Army Golden Master Program

Query Studio - New

Michelle.Richardson Log On

Menu

Insert Data

Edit Data

Change Layout

Run Report

Manage File

AHRS Datastore Query Wizard 4.6.9

Presentation Layer

- AHRS Datastore Query Wizard
  - Soldier Core
  - Appitude Test Data
  - Authorization Data
  - Citizenship and Birth Data
  - Commissioned-Warrant Officer Data
  - Current Assignment Attachment Data
  - Current Organization Data
  - Education and Test Data
  - Emergency Spousal Notification
  - Enlisted Data
  - Enlisted MOS, ASI, SQI Data
  - Enlisted Promotions Auto Int Denial
  - Enlisted Technical Certifications
  - Family Member and Beneficiary Data
  - Language Proficiency Data
  - Medical Readiness Reason Data
  - Military Spouse Data
  - Mobilization Data
  - Officer AOC and Skill Data
  - Overseas Tour Credits
  - Patient Tracking Information
  - Personal Data
  - Promotion, Pay, SFPA, Awards Data
  - Reassignment Data
  - Reenl, Assgn-Pref, and Restriction Data
  - Security Clearance Data
  - Separation Data
  - Service Data
  - SQLI Spouse Notification
  - Soldier Deployment Availability Data
  - Soldier Dwell Counts
  - Soldier Physical Data
  - UIC Hierarchy
  - Warrant Officer MOS, ASI, SQI Data
  - SQLI Tracking Data

Insert

Information

Title

Data is turned off

Select and insert items from the tree to fill in the report.  
You can also drag and drop items into the report.

Use Ctrl-click to select multiple items in the tree or report.  
Right-click report item headings to access commonly-used actions.

Data is turned off

Run once with all data

Click on the plus (+) sign to expand the "Soldier Core" predefined subject

# Data Elements



File Edit View Favorites Tools Help

Links Customize Links

Favorites Center

Feeds History

Query Studio - New

Michelle.Richardson Log On

Menu

Insert Data

Edit Data

Change Layout

Run Report

Manage File

AHRIS Datastore Query Wizard 4.6.9

Presentation Layer

AHRIS Datastore Query Wizard

Soldier Core

SSN

SSN Formatted

ASG\_DEROS\_DT

ASG\_DROS\_DT

ASG\_PCS\_DT

BASD\_DT

BESD\_DT

BONUS\_ELIG\_ESTB\_DT

BRIEFING\_ATTENDANCE

BRIEFING\_DT

CURRENT\_RANK\_AB

CURRENT\_RANK\_CD

CURRENT\_RANK\_CHG\_RSN\_CD

CURRENT\_RANK\_CHG\_RSN\_DESCR

CURRENT\_RANK\_CHG\_TYP\_CD

CURRENT\_RANK\_CHG\_TYP\_DESCR

CURRENT\_RANK\_DESCR

CURRENT\_RANK\_DT

CURRENT\_RANK\_EFF\_DT

CURRENT\_RANK\_RMKS\_TX

DOD\_EDI\_PN\_ID

DY\_POSN\_CHG\_EFF\_DT

ETHNIC\_GRP\_CD

ETHNIC\_GRP\_DESCR

EVAL\_PD\_END\_DT

FIRST\_NM

HOME\_UIC\_CD

HOME\_UIC\_DESCR

LAST\_NM

MARTL\_STAT\_CD

MARTL\_STAT\_DESCR

MARTL\_STAT\_DT

MIDDLE\_NM

MIL\_DY\_STAT\_CD

Insert

Information - CURRENT\_RANK\_AB

RANK ABBREVIATION

Name: CURRENT\_RANK\_AB

Aggregation: None

Data Type: Character Length 16

Font

Size

B I U

Data is turned off

Title

Select and insert items from the tree to fill in the report.

You can also drag and drop items into the report.

Use Ctrl Key Right-click

Run once with all data

You can select desired data fields under "Soldier Core" or any of the other 42 categories. Follow example

Hold the Ctrl Key and Click "BASD DT" and "Current Rank AB"

Click Insert

To insert Data you can also double click or highlight and click insert

# Filter(s)



File Edit View Favorites Tools Help

Links Customize Links

Favorites Center

Query Studio - New

Menu

- Insert Data
- Edit Data
- Change Layout
- Run Report
- Manage File

Run with All Data

- Preview with Limited Data
- Preview with No Data

View in PDF Format

Specify PDF Options...

View in Excel 2007 Format

View in Excel 2002 Format

View in Excel 2000 Single Sheet Format

View in Excel 2000 Format

View in CSV Format

View in XML Format

Advanced Options...

Font Size

Data is turned off

SSN	BASD_DT	CURRENT_RANK_AB
abcd	Dec 3, 2010 1:01:03 PM	abcd
abcd	Dec 3, 2010 1:01:03 PM	abcd
abcd	Dec 3, 2010 1:01:03 PM	abcd

Dec 3, 2010

Data is turned off

1:00:26 PM

Run once with all data

Filter icon

To "Filter" highlight column and right click.



# Applying Filter(s)



File Edit View Favorites Tools Help

Links Customize Links

Favorites Center

Favorites Feeds History

eMILPO  
Links  
Microsoft Websites  
MSN Websites  
Windows Live  
ADP ezLaborManager - Employee Time Sheet  
AIT Course Lessons  
Google  
SharePoint  
SiNet  
U.S. Army Golden Master Program Support Page  
U.S. Army Golden Master Program

Query Studio - New

Menu  
Insert Data  
Edit Data  
Change Layout  
Run Report  
Manage File  
Run with All Data  
Preview with Limited Data  
Preview with No Data  
View in PDF Format  
Specify PDF Options...  
View in Excel 2007 Format  
View in Excel 2002 Format  
View in Excel 2000 Single Sheet Format  
View in Excel 2000 Format  
View in CSV Format  
View in XML Format  
Advanced Options...

Font Size B I U

Data is turned off

Title

SSN	BASD_DT	CURRENT_RANK_AB
abcd	Dec 3, 2010 1:50:49 PM	abcd
abcd	Dec 3, 2010 1:50:49 PM	abcd
abcd	Dec 3, 2010 1:50:49 PM	abcd

Dec 3, 2010 - 1 - 1:50:15 PM

Data is turned off Run once with all data

Filter (Pick values from a list)

Reduce the amount of data in the report. With the Prompt option selected, the filter can be changed each time the report runs.

Search for values Type in values

Filter on:  
CURRENT\_RANK\_AB

Condition:  
Show only the following

☐ PV2  
☒ SFC  
☐ SGM  
☒ SGT  
☐ SMA  
☐ SPC  
☒ SSG  
☐ WO1

Select all Deselect all

Missing values (Default)  
☒ Apply the filter to individual values in the data source

OK Cancel

Click "OK"

Select the required filter(s) for SGT - SFC Only.

# Preview with Limited Data

The screenshot shows the Query Studio interface. The left sidebar contains a 'Favorites' list with items like 'eMILPO', 'Links', 'Microsoft Websites', 'MSN Websites', 'Windows Live', 'ADP ezLaborManager - Employee Time Sheet', 'AIT Course Lessons', 'Google', 'SharePoint', 'SiNet', 'U.S. Army Golden Master Program Support Page', and 'U.S. Army Golden Master Program'. The main area displays a 'Menu' with options: 'Insert Data', 'Edit Data', 'Run Report', 'Manage List', 'Run with All Data', 'Preview with Limited Data', 'View in PDF Format', 'Specify PDF Options...', 'View in Excel 2007 Format', 'View in Excel 2002 Format', 'View in Excel 2000 Single Sheet Format', 'View in Excel 2000 Format', 'View in CSV Format', 'View in XML Format', and 'Advanced Options...'. The 'Run Report' and 'Preview with Limited Data' options are circled in red. A callout box labeled '1s' points to 'Run Report' with the text 'Click on "Run Report"'. Another callout box labeled '2d' points to 'Preview with Limited Data' with the text 'Click on "Preview with Limited Data". Only the required data will populate.' The right pane shows a table titled 'Limited data' with columns 'SSN', 'BASD\_DT', and 'CURRENT\_RANK\_AB'. The table contains 20 rows of data. The 'CURRENT\_RANK\_AB' column has values like 'SSG', 'SGT', 'SFC', and 'SSG'. The 'BASD\_DT' column has dates like 'Sep 24, 1990 12:00:00 AM', 'Jul 16, 2004 12:00:00 AM', 'Sep 21, 2004 12:00:00 AM', 'Aug 3, 2006 12:00:00 AM', 'Dec 9, 2004 12:00:00 AM', 'Apr 1, 2005 12:00:00 AM', 'Jan 18, 1998 12:00:00 AM', 'May 25, 2001 12:00:00 AM', 'Jun 21, 1995 12:00:00 AM', 'Jan 6, 1998 12:00:00 AM', 'Jul 20, 1997 12:00:00 AM', and 'Dec 31, 1990 12:00:00 AM'. The 'SSN' column has values like '001467241', '001469741', '001480978', '251590483', '001042335', '001425441', '001428281', '001442435', '001461770', '001462728', '251518184', '001502186', '001502928', '001502939', '001503952', and '001506413'. The bottom status bar shows 'Dec 3, 2010', 'Limited data', and 'Run once with all data'.

1s  
Click on "Run Report"

2d  
Click on "Preview with Limited Data". Only the required data will populate.

SSN	BASD_DT	CURRENT_RANK_AB
001467241	Sep 24, 1990 12:00:00 AM	SSG
001469741	Jul 16, 2004 12:00:00 AM	SGT
001480978		SSG
251590483	Sep 21, 2004 12:00:00 AM	SSG
001042335	Aug 3, 2006 12:00:00 AM	SGT
001425441	Dec 9, 2004 12:00:00 AM	SFC
001428281	Apr 1, 2005 12:00:00 AM	SGT
001442435	Jan 18, 1998 12:00:00 AM	SFC
001461770		SSG
001462728		SSG
251518184	May 25, 2001 12:00:00 AM	SSG
001502186	Jun 21, 1995 12:00:00 AM	SSG
001502928		SGT
001502939	Jan 6, 1998 12:00:00 AM	SFC
001503952	Jul 20, 1997 12:00:00 AM	SSG
001506413	Dec 31, 1990 12:00:00 AM	SFC

Dec 3, 2010  
Limited data  
Run once with all data



# Save Ad Hoc Query

The screenshot shows the Query Studio application. The top menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar is a toolbar with various icons. A red circle highlights the 'Save As' icon in the toolbar. A callout box points to this icon with the text "Save As Query".

The left sidebar contains a tree view of data sources. The tree is expanded to show the 'U.S. Army Golden Master Program' data source. The tree structure is as follows:

- eMILPO
  - Links
  - Microsoft Websites
  - MSN Websites
  - Windows Live
- ADP ezLaborManager - Employee Time Sheet
- AIT Course Lessons
- Google
- SharePoint
- SINet
- U.S. Army Golden Master Program Support Page
- U.S. Army Golden Master Program
  - AHRS Datastore Query Wizard 4.6.9
    - Presentation Layer
      - AHRS Datastore Query Wizard
        - Solder Core
          - SSN
            - SSN Formatted
            - ASG\_DEROS\_DT
            - ASG\_DROS\_DT
            - ASG\_PCS\_DT
            - BASD\_DT
            - BESD\_DT
            - BONUS\_BLG\_ESTB\_DT
            - BRIEFING\_ATTENDANCE
            - BRIEFING\_DT
            - CURRENT\_RANK\_AB
            - CURRENT\_RANK\_CD
            - CURRENT\_RANK\_CHG\_RSN\_CD
            - CURRENT\_RANK\_CHG\_RSN\_DESCR
            - CURRENT\_RANK\_CHG\_TYP\_CD
            - CURRENT\_RANK\_CHG\_TYP\_DESCR
            - CURRENT\_RANK\_DESCR
            - CURRENT\_RANK\_DT
            - CURRENT\_RANK\_EFF\_DT
            - CURRENT\_RANK\_RMK5\_TX
            - DOD\_EDI\_PN\_ID
            - DY\_POSN\_CHG\_EFF\_DT
            - ETHNIC\_GRP\_CD
            - ETHNIC\_GRP\_DESCR
            - EVAL\_PD\_END\_DT
            - FIRST\_NM
            - HOME\_UIC\_CD
            - HOME\_UIC\_DESCR
            - LAST\_NM
            - MARTL\_STAT\_CD
            - MARTL\_STAT\_DESCR
            - MARTL\_STAT\_DT
            - MIDDLE\_NM
            - MIL\_DY\_STAT\_CD

The central query editor displays a table with the following data:

SSN	BASD_DT	CURRENT_RANK_AB
001467241	Sep 24, 1990 12:00:00 AM	SSG
001469741	Jul 16, 2004 12:00:00 AM	SGT
001480978		SSG
251590483	Sep 21, 2004 12:00:00 AM	SSG
001042335	Aug 3, 2006 12:00:00 AM	SGT
001425441	Dec 9, 2004 12:00:00 AM	SFC
001428281	Apr 1, 2005 12:00:00 AM	SGT
001442435	Jan 18, 1998 12:00:00 AM	SSG
001461770		SFC
001462728		SSG
251518184	May 25, 2001 12:00:00 AM	SSG
001502186	Jun 21, 1995 12:00:00 AM	SSG
001502928		SGT
001502939	Jan 6, 1998 12:00:00 AM	SFC
001503952	Jul 20, 1997 12:00:00 AM	SSG
001506413	Dec 31, 1990 12:00:00 AM	SFC
001508610	Sep 21, 1999 12:00:00 AM	SSG
001509320	Aug 31, 2009 12:00:00 AM	SGT
001507980	Aug 13, 1997 12:00:00 AM	SSG
001508097	May 4, 1992 12:00:00 AM	SFC

The right sidebar shows the 'Information - CURRENT\_RANK\_AB' panel. It displays the following information:

- RANK ABBREVIATION
- Name: CURRENT\_RANK\_AB
- Aggregation: None
- Data Type: Character Length 16

# Save Query to My Folder

The screenshot shows the Cognos Query Studio interface. On the left is a tree view of the 'AHRS Datastore Query Wizard' with various fields like SSN, BASD\_DT, and CURRENT\_RANK\_AB. The main area displays a table with these fields. A 'Save As' dialog box is open, prompting for a name, description, screen tip, and location. Annotations with callout boxes point to specific elements: 'Type a "Name" for the query.' points to the 'Name' field; 'Select "My Folders"' points to the 'Select My Folders' link in the 'Location' section; and 'Click "OK"' points to the 'OK' button.

**Table Data:**

SSN	BASD_DT	CURRENT_RANK_AB
001483735	Sep 22, 1994 12:00:00 AM	MAJ
001484397	Jul 25, 1990 12:00:00 AM	SFC
001487050	Jun 29, 1982 12:00:00 AM	LTC
001020588	Nov 20, 2006 12:00:00 AM	SPC
001020920	Dec 30, 2008 12:00:00 AM	SPC
001042335	Aug 3, 2006 12:00:00 AM	SGT

**Save As Dialog Fields:**

- Name:** (Empty text box)
- Description:** (Empty text box)
- Screen tip:** (Empty text box)
- Location:** Public Folders > Ad hoc Query > AHRS Datastore Query Wizard  
[Select another location...](#) [Select My Folders](#)
- Buttons:** OK, Cancel



# Check on Learning



Q. What is the purpose of “Preview with No Data” when building a query?

**A. Prevents a database work overload and allows the query to run in a timely manner.**

Q. What are the two methods for filtering data element?

**A. Highlight the data element and click the filter icon to allow the system to load the values or manually type in the field values to accurately populate the query. FIELD VALUES ARE CASE SENSITIVE.**

Q. How many Predefined Query Categories/Subjects are in the Presentation Layer?




**A. There are approximately 43 Predefined Query Categories/ Subjects that contain the most frequently used data elements to build queries.**

IBM Cognos Query Studio - Ad-Hoc Query #2 Old Deckc54.s26 Log Off

Menu

[Insert Data](#)  
[Edit Data](#)  
[Change Layout](#)  
[Run Report](#)  
[Manage File](#)

[Run with All Data](#)  
[Preview with Limited Data](#)  
[Preview with No Data](#)  
[View in PDF Format](#)  
[Specify PDF Options...](#)  
[View in Excel 2007 Format](#)  
[View in Excel 2007 Data Format](#)  
[View in Excel 2002 Format](#)  
[View in CSV Format](#)  
[View in XML Format](#)  
[Advanced Options...](#)

Font    Size    A    B    I    U            

Data is turned off

Title

SSN Formatted	BASD_DT	CURRENT_RANK_AB
abcd	Oct 27, 2015 10:49:19 AM	abcd
abcd	Oct 27, 2015 10:49:19 AM	abcd
abcd	Oct 27, 2015 10:49:19 AM	abcd

Click on "Run Report"

Click on "Preview with No Data". This will save time when modifying the report.



# Modifying Existing Ad Hoc Query (2 of 2)



Menu

- Insert Data**
- Edit Data
- Change Layout
- Run Report
- Manage File

Click on Insert Data

SSG

**Title**

SSN Formatted	BASD_DT	CURRENT_RANK_AB
abcd	Oct 27, 2015 10:49:19 AM	abcd
abcd	Oct 27, 2015 10:49:19 AM	abcd
abcd	Oct 27, 2015 10:49:19 AM	abcd

Select Data Elements indicated on next slide.

Insert

Oct 27, 2015

- 1 -



# New Data Elements



**Enter the below indicated data fields into the current AD hoc Query.**

UIC Hierarchy: **UIC**

Soldier Core: **SEX\_CD, MIL\_ED\_LVL\_CD** and **MARTL\_STAT\_CD**

Security Clearance Data: **SCTY\_CLR-LVL\_DESCR**

Citizenship and Birth Date: **PERSON\_BIRTH\_DT**

# Query with Additional Data Elements

Data is turned off

## Title

 [CURRENT\\_RANK\\_AB: SFC, SGT, SSG](#)

SSN Formatted	BASD_DT	CURRENT_RANK_AB	UIC	SEX_CD	MIL_ED_LVL_CD	MARTL_STAT_CD	SCTY_CLR_LVL_DESCR	PERSON_BIRTH_DT
abcd	Oct 27, 2015 11:07:05 AM	abcd	abcd	abcd	abcd	abcd	abcd	Oct 27, 2015 11:07:05 AM
abcd	Oct 27, 2015 11:07:05 AM	abcd	abcd	abcd	abcd	abcd	abcd	Oct 27, 2015 11:07:05 AM
abcd	Oct 27, 2015 11:07:05 AM	abcd	abcd	abcd	abcd	abcd	abcd	Oct 27, 2015 11:07:05 AM

Additional  
Data  
Elements



# New Data Filters



**Filter the current data fields with the following criteria.**

UIC: **W00101**

MARTL\_STAT\_CD : **M**

SCTY\_CLR-LVL\_DESCR: **SECRET** and **TOP SECRET**

# Adding Additional Filters

## Title

🔍 CURRENT\_RANK\_AB: SFC, SGT, SSG

SSN Formatted	BASD_DT	CURRENT_RANK_AB	UIC	SEX_CD	MIL_ED_LVL_CD	MARTL_STAT_CD	SCTY_CLR_LVL_DESCR	PERSON_BIRTH_DT
abcd	Oct 27, 2015 11:07:05 AM	abcd	abcd	abcd	abcd	abcd	abcd	Oct 27, 2015 11:07:05 AM
abcd	Oct 27, 2015 11:07:05 AM	abcd	abcd	abcd	abcd	abcd	abcd	Oct 27, 2015 11:07:05 AM
abcd	Oct 27, 2015 11:07:05 AM	abcd	abcd	abcd	abcd	abcd	abcd	Oct 27, 2015 11:07:05 AM

Oct 27, 2015

- 1 -

11:07:05 AM

Data is turned off

[Run once with all data](#)

Combine filters

Detail

Summary

Use the Detail tab to apply the filter to individual values in the data source.

Filter

🔍

CURRENT\_RANK\_AB: SFC, SGT, SSG

AND ▼

UIC: W00101

AND ▼

MARTL\_STAT\_CD: M

AND ▼

SCTY\_CLR\_LVL\_DESCR: SECRET, TOP SECRET

Group

Apply NOT

Remove NOT

Delete

Delete all

Add a filter line..

OK

Cancel

Apply

Additional "Filters"

Click "Apply"  
then "OK"

# Modify Existing Filter(s)

**Title**

CURRENT\_RANK\_AB: SFC, SGT, SSG AND UIC: W00101 AND MARTL\_STAT\_CD: M AND SCTY\_CLR\_LVL\_DESCR: SECRET, TOP SECRET

SSN Formatted	BASD_DT	CURRENT_RANK_AB	UIC	SEX_CD	MIL_ED_LVL_CD	MARTL_STAT_CD	SCTY_CLR_LVL_DESCR	PERSON_BIRTH_DT
abcd	Oct 27, 2015 11:40:12 AM	abcd	abcd	abcd	abcd	abcd	abcd	Oct 27, 2015 11:40:12 AM
abcd	Oct 27, 2015 11:40:12 AM	abcd	abcd	abcd	abcd	abcd	abcd	Oct 27, 2015 11:40:12 AM
abcd	Oct 27, 2015 11:40:12 AM	abcd	abcd	abcd	abcd	abcd	abcd	Oct 27, 2015 11:40:12 AM

Oct 27, 2015 11:40:12 AM

Data is turned off [Run once with all data](#)

**Filter (Pick values from a list)**

Reduce the amount of data in the report. With the Prompt [Search for values](#) [Type in value](#)

**Filter on:**  
CURRENT\_RANK\_AB

**Condition:**  
Show only the following

- ☐ 1LT
- ☐ 1SG
- ☐ 2LT
- ☐ COL
- ☐ CPL
- ☐ CPT
- ☐ CSM
- ☐ CW2

[Select all](#) [Deselect all](#)

**Missing values** [\(Default\)](#)

☒ Apply the filter to individual values

This package contains OLAP and relational data. This setting applies to the relational data only. OLAP data will use summary filters.

**Buttons:** OK Cancel

**Annotations:**

- Modifying Filters by clicking on titles
- Then make changes as necessary
- Click OK





2d

CURRENT\_RANK\_AB: SFC, SGT, SSG AND UIC: W00101 AND MARTL\_STAT\_CD: M AND SCTY\_CLR\_LVL\_DESCR: SECRET, TOP SECRET

SSN Formatted	BASD_DT	CURRENT_RANK_AB▲	UIC	SEX_CD	MIL_ED_LVL_CD	MARTL_STAT_CD	SCTY_CLR_LVL_DESCR	PERSON_BIRTH_DT
901-43-6501	12, 2000 12:00:00 AM	SFC	W00101	M	T	M	SECRET	Sep 25, 1972 12:00:00 AM
901-43-6301	26, 2008 12:00:00 AM	SGT	W00101	F	X	M	SECRET	Sep 22, 1983 12:00:00 AM
901-43-6201	8, 2010 12:00:00 AM	SGT	W00101	F	Y	M	SECRET	Feb 25, 1983 12:00:00 AM
901-43-6101	4, 2002 12:00:00 AM	SGT	W00101	M	X	M	SECRET	Mar 1, 1977 12:00:00 AM

Sorted data  
elements are  
shown populated  
in sequence

Highlight Data Element you will Sort

~~"Current Rank AB"~~

1s  
t

# Rearrange Data Element Columns



Limited data

## Title

CURRENT\_RANK\_AB: 1SG, CPL, CSM, MSG, PFC, PV1, PV2, SFC, SGM, SGT, SPC, SSG AND UIC: W00101 AND MARTL\_STAT\_CD: M, S AND SCTY\_CLR\_LVL\_DESCR: SECRET, TOP SECRET

CURRENT\_RANK\_AB: Descending order

LAST_NM	FIRST_NM	SSN Formatted	CURRENT_RANK_AB▼	UIC	SEX_CD	MIL_ED_LVL_CD	MARTL_STAT_CD	SCTY_CLR_LVL_DESCR	BASD_DT	PERSON_BIRTH_DT
BRISTOL	JEREMY	901-43-6101	SGT	W00101	M	X	M	SECRET	Mar 14, 2002 12:00:00 AM	Mar 1, 1977 12:00:00 AM
EISMAN	AMANDA	901-43-6201	SGT	W00101	F	Y	M	SECRET	Aug 8, 2010 12:00:00 AM	Feb 25, 1983 12:00:00 AM
GARCIA ZAEGER	IVONNE	901-43-6001	SGT	W00101	F	X	S	SECRET	Jul 23, 2006 12:00:00 AM	Nov 29, 1982 12:00:00 AM
MCGUINNESS	LYDIA	901-43-6301	SGT	W00101	F	X	M	SECRET	Jul 26, 2008 12:00:00 AM	Sep 22, 1983 12:00:00 AM
MERRYMAN	SEAN	901-43-6501	SFC	W00101	M	T	M	SECRET	Oct 12, 2000 12:00:00 AM	Sep 25, 1972 12:00:00 AM

**Rearrange the columns in the following order:**

LAST\_NM, FIRST\_NM, SSN Formatted,  
CURRENT\_RANK\_AB, UIC, SSN, SEX-CD,  
MIL\_ED\_LVL\_CD, MARTL\_STAT\_CD,  
SCTY\_CLR\_LVL\_DESCR, BASD\_DT, AND

PERSON\_BIRTH\_DT

# Rename Data Element Columns



Limited data

Title

CURRENT\_RANK\_AB: 1SG, CPL, CSM, MSG, PFC, PV1, PV2, SFC, SGM, SGT, SPC, SSG AND UIC: W00101 AND MARTL\_STAT\_CD: M, S AND SCTY\_CLR\_LVL\_DESCR: SECRET, TOP SECRET

CURRENT\_RANK\_AB: Descending order

NAME_REPORTING_FORMAT	SSN Formatted	CURRENT_RANK_AB▼	UIC	SEX_CD	MIL_ED_LVL_CD	MARTL_STAT_CD	SCTY_CLR_LVL_DESCR	BASD_DT	PERSON_BIRTH_DT
BRISTOL, JEREMY EVERETT	901-43-6101	SGT	W00101	M	X	M	SECRET	Mar 14, 2002 12:00:00 AM	Mar 1, 1977 12:00:00 AM
EISMAN, AMANDA HOPE	901-43-6201	SGT	W00101	F					
GARCIA ZAEGER, IVONNE MARIE	901-43-6001	SGT	W00101						
MCGUINNESS, LYDIA	901-43-6301	SGT	W00101						
ME...			W00101						

Double click on the Data Element to open the Edit Menu

Click  
"OK"

**NAME\_REPORTING\_FORMAT = NAME (Last, First, Middle)**

**SSN Formatted = SSN**

**CURRENT\_RANK\_AB = RANK**

**SEX\_CD = GENDER**

**MIL\_ED\_LVL\_CD = MILITARY EDUCATION LEVEL**

**MARTL\_STAT\_CD = MARITAL STATUS**

**SCTY\_CLR\_LVL\_DESCR = SECURITY CLEARANCE**

**BASD\_DT = BASD DATE**

**PERSON\_BIRTH\_DT = DOB**

OK

Cancel



# Renamed Data Element Columns



Limited data

## Title

 [Rank: 1SG, CPL, CSM, MSG, PFC, PV1, PV2, SFC, SGM, SGT, SPC, SSG](#) AND [UIC: W00101](#) AND [Marital Status: M, S](#) AND [Security Clearance: SECRET, TOP SECRET](#)

 [Rank: Descending order](#)

Name (Last, First Middle)	SSN	Rank▼	UIC	Gender	Military Education Level	Marital Status	Security Clearance	BASD Date	DOB
BRISTOL, JEREMY EVERETT	901-43-6101	SGT	W00101	M	X	M	SECRET	Mar 14, 2002 12:00:00 AM	Mar 1, 1977 12:00:00 AM
EISMAN, AMANDA HOPE	901-43-6201	SGT	W00101	F	Y	M	SECRET	Aug 8, 2010 12:00:00 AM	Feb 25, 1983 12:00:00 AM
GARCIA ZAEGER, IVONNE MARIE	901-43-6001	SGT	W00101	F	X	S	SECRET	Jul 23, 2006 12:00:00 AM	Nov 29, 1982 12:00:00 AM
MCGUINNESS, LYDIA	901-43-6301	SGT	W00101	F	X	M	SECRET	Jul 26, 2008 12:00:00 AM	Sep 22, 1983 12:00:00 AM
MERRYMAN, SEAN WAYNE	901-43-6501	SFC	W00101	M	T	M	SECRET	Oct 12, 2000 12:00:00 AM	Sep 25, 1972 12:00:00 AM



# Check on Learning



Q. How do you rename a data element column?

**A. Double click on the data element to open the edit menu bar below. Rename the column and click "OK".**

Q. What function allows you to change the order of the data element from ascending to descending or vice versa?

**A. The "Sort".**

Q. How would you rearrange the order of the data elements columns on the query?

**A. Highlight the data element, right click, select cut, move the data element column to the new location, right click and select paste.**



# Student Exercise





# Practical Exercise



# Summary



**During this block of instruction, we covered the following Learning Activities:**

- Review the eMILPO System
- Review eMILPO Reports/Personnel Asset Inventory (PAI) Process
- Review the eMILPO Functionalities
- Review eMILPO System Administration
- Access AHRS Enterprise Datastore
- Perform AHRS Datastore Functions



# Terminal Learning Objective



**ACTION:** Employ Electronic Military Personnel Office (eMILPO) and Datastore Functions

**CONDITIONS:** Given a personal computer with access to eMILPO and Army Human Resource System (AHRs) Datastore Training, the eMILPO User Manual Version 4.6.9, eMILPO Functional Guide Version 4.2, AR 600-8-6, practical exercise in a classroom environment and an awareness of Operational Environment (OE), variables and actors.

**STANDARD:** Students will meet the standard when they:

- Review the eMILPO System
- Review eMILPO Reports/Personnel Asset Inventory (PAI) Process
- Review the eMILPO Functionalities
- Review eMILPO System Administration
- Access AHRs Enterprise Datastore